STUDENT HANDBOOK

2002-2003

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MONTREAT COLLEGE

STUDENT HANDBOOK 2002 - 2003

Published by
The Office of Student Services
Montreat College
Montreat, North Carolina 28757

July 2002

2002-2003 ACADEMIC CALENDAR

Fall 2002 Semester

Student Services workshop	August 15-16, Thurs.-Fri.
Student leadership workshop	August 19-23, Mon.-Fri.
Faculty workshop	August 22-23, Thurs.-Fri.
Arrival and financial registration of new students	August 24, Sat.
Continuing students arrive	August 26, Mon.
Financial registration of continuing students	August 27, Tues.
Classes begin at 8 A.M..	August 28, Wed.
Opening convocation at 11 A.M.	August 29, Thurs.
Last day to add a course	September 4, Wed.
Staley lectures	September 10-12, Tues.-Thurs.
S.A.L.T.	Week of September 30
Homecoming	October 4-6, Fri.-Sun.
Midterm/last day to drop a course with a "W"	October 16, Wed.
Fall break begins after last class (dorms close at 5 P.M.)	October 16, Wed.
Dorms reopen at 7 P.M.	October 20, Sun.
Classes resume	October 21, Mon.
Board of Trustees meeting	October 24-25, Thurs.-Fri.
Board of Visitors meeting	November 1-2, Fri.- Sat.
Advising and preregistration for spring semester	November 11-22
Thanksgiving break begins after last class (dorms close at 5 P.M.)	Nov. 26, Tues.
Dorms reopen at 7 P.M.	December 2, Mon.
Classes resume at 8 A.M. (following a Monday schedule)	December 3, Tues.
Writing competency testing	December 4, Wed.
Last day of class	December 13, Fri.
Final exams begin at 8 A.M.	December 16-19, Mon.-Thurs.
Christmas break begins after last exam (dorms close at 5 P M)	December 19, Thurs.

Spring 2003 Semester

Arrival of new and continuing students	January 12, Sun.
Financial registration of all students	January 13, Mon.
Classes begin at 8 A.M..	January 14, Tues.
Opening convocation at 11 A.M..	January 14, Tues.
S.A.L.T.	Week of January 20
Last day to add a course	January 21, Tues.
Crossroads kickoff	February 10, Mon.
Midterm/last day to drop a course with a "W"	March 5, Wed.
Spring break begins after last class (dorms close at 5 P.M.)	March 7, Fri.
Dorms reopen at 7 P.M.	March 16, Sun.
Classes resume at 8 A.M.	March 17, Mon.
Advising and preregistration for fall semester	April 7-18
Easter break begins after last class (dorms close at 5 P.M.)	April 17, Thurs.
Dorms reopen at 7 P.M.	April 21, Mon.
Classes resume at 8 A.M. (following a Monday schedule)	April 22, Tues.
Board of Trustees meeting	April 24-25, Thurs.-Fri.
Honors convocation	May 6, Tues.
Final exam study day	May 8, Thurs.
Final exams begin at 8 A.M..	May 9-10, 12-13, Fri.-Tues.
Commencement at 11 A.M.	May 17, Sat.

July 2002

Greetings!

Whether you are just beginning at Montreat College, or returning for another year of study, I trust this will be a wonderful and challenging time for you. The college experience begins in the classroom, but every aspect of this journey will create memories and be part of a deeply formative time in your life. Enjoy it, soak it up!

One of our key understandings at Montreat College is that we live in community together. As an unashamedly Christian college, we want this sense of community and caring to permeate all aspects of your college experience — in Christ-like fashion. To a person, the Montreat College faculty are passionate about investing in the lives of students — not just in the classroom, but in all aspects of college life. Get to know them well, they will be mentors you will cherish for years to come. The dedicated professional staff at the College will come alongside your professors to assist you in learning, living, and serving together. A distinguishing mark of a Montreat student is a servant's heart. My prayer for each of you is that you will find great joy in serving one another, and our larger community, in the pilgrimage of these years together.

What follows in this Student Handbook has been carefully prepared as a guidebook for our life together. It contains information which is critical to understanding and living in Christian community. You were each accepted to Montreat College after careful examination; you have accepted our offer for admission, and with it you have accepted certain responsibilities. The success of your endeavor, in large measure, depends upon you. Apply yourself, be challenged academically, grow in your faith, make lifelong friends, and be a witness to Christ's work in your life.

On this journey with you,

John S. Lindberg
President

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CAMPUS INFORMATION

GENERAL HOURS OF OPERATION

GENERAL COLLEGE OFFICE HOURS
Monday-Friday 8:00 a.m.-4:30 p.m.

BELK CAMPUS CENTER LOWER LOBBY IS OPEN 24 HOURS A DAY.

THE CAVALIER CAFÉ (Belk Campus Center)
Monday-Friday (lunch) 11:00 a.m.-2:00 p.m.
Sunday-Thursday (dinner) 6:30 p.m. - 10:00 p.m.
(closed Saturdays)

HOWERTON DINING HALL (Howerton Hall)

Howerton Dining Hall is open continuously from 7:30 a.m. until 6:30 p.m. Monday through Thursday. On Friday, hot breakfast, continental breakfast, hot lunch and dinner only will be served. The schedule for Monday through Thursday is:

Hot Breakfast	7:30 - 9:00 a.m.
Lite Breakfast	9:00 - 11:00 a.m.
Hot Lunch	11:15 a.m. - 1:15 p.m.
Lite Lunch	1:15 - 4:45 p.m.
Dinner	5:00 - 6:30 p.m.

Hot Breakfast - normal breakfast with the hot line set up
Continental - only the items out front (cereal, milk, bagels, waffle bar, etc.)
Hot Lunch - normal lunch with the hot line set up
Lite Lunch - salad bar, deli line, beverages, waffle bar, and cereal area
Dinner - normal dinner with the hot line set up

Saturday, Sunday

Breakfast	8:00 a.m.-9:00 a.m.
Lunch	12:00 noon - 1:00 p.m. (Community Buffet on Sunday)
Dinner	5:00 p.m.-6:00 p.m.

L. NELSON BELL LIBRARY

Monday-Thursday	8:00 a.m.-11:00 p.m.
Friday	8:00 a.m.-5:00 p.m.
Saturday	1:00 p.m.-5:00 p.m.
Sunday	2:00 p.m.-11:00 p.m.

DOCUMENT CENTER (Belk Campus Center)
Monday-Friday 7:30 a.m.-4:00 p.m.

College Copiers - .10 per impression. Cutting, stapling, folding, plastic binding, padding and transparencies are available for minor fees. Outgoing college mail should be placed in the Document Center before 4:00 p.m. each day. On and off campus mail slots are available in the Belk Center lower lobby for after hours mail drops. Stamps may be purchased in the Document Center.

MONTREAT COLLEGE BOOKSTORE (Belk Campus Center)

Monday-Friday	7:30 a.m.-4:00 p.m.
Saturday-Sunday	Closed

STUDENT SERVICES STAFF

Name	Title	Office Location
Charlie Lance	Dean of Students	Belk Campus Center
Sandra Owen	Administrative Assistant	Belk Campus Center
Tom Oxenreider	Asst. Dean for Residence Life and Career Development	Belk Campus Center
Jonathan Bennett	Howerton Hall Residence Director Assoc. Director of Student Activities and Leadership Development	Howerton Hall Belk Campus Center
Ken Sigler	Davis Hall Residence Director Director of Student Activities and Leadership Development	Davis Hall Belk Campus Center
Mandy White	McGregor Hall Residence Director	McGregor Hall
Kathleen Wince	Anderson Hall Residence Director Career Counselor	Anderson Hall Belk Campus Center
Cassandra Pavone	Counselor	McGregor Hall
Scott Adams	Chief of Campus Police	McGregor Hall
Tracey Swann	Campus Police Officer	McGregor Hall
Linda Thompson	Nurse	McGregor Hall
Connie Bouldin	Nurse	McGregor Hall

MEDICAL INFORMATION
STUDENT HEALTH SERVICES

STUDENT HEALTH SERVICES
Monday through Friday walk-in clinic: 8:30-1:30
828-669-8011 extension 5003 or pager 236-7900
medical, dental, and specialty referrals available.
E-mail: cbouldin@montreat.edu and lthompson@montreat.edu

Emergency	Phone	Secondary contact #
Fire/Rescue/Ambulance	*9-669-8075*	**Or 9-911**
Campus Police (8pm – 6 am)	**Ext. 3333**	
Campus Nurse (8am–3pm, M-F)	**Ext 5004**	**Pager 236-7900**

HOSPITAL

Mission/St. Joseph Health System	**828-213-1111**
Mission/St. Joseph **Health Line** (24 hour line for health questions—free!)	**828-213-9500**
Directions to Mission Emergency Room	1-40W to 25 north (Biltmore Ave) Hospital is on the right about 1-1/2 mi.

URGENT CARE CENTERS (www.urgentcares.org)
No Appointment necessary for illness or injury

Urgent care centers are staffed by board-certified physicians who are skilled in the treatment of non-life threatening injuries and illnesses. Types of injuries include cuts, lacerations, sprains, eye injuries and simple fractures. Colds, sore throats, flu, fever, respiratory and digestive ailments are also treated.

Name	Phone	Hours	directions
Swannanoa	**828-686-4988**	**M-F: 9am-6pm** **S & S: 11am - 5pm**	**Near exit 59 off I-40W next to the Swannanoa Ingles**
South Asheville	828-274-1462	M-F: 7am – 7 pm S & S: 11am – 5 pm	On 25 S in K-Mart Plaza at 1812 Hendersonville Road
West Asheville	828-252-4878	M-F: 8am – 8pm S & S: 11am – 5pm	8 New Leicester Road off Patton Avenue.
Weaverville	828-645-5088	M-F: 9am- 6 pm S & S: 11am – 5 pm	40W to 240W to 19/23N to 25/70—go right. 155 Weaveville Blvd.

PHARMACIES

Name	Phone	Address
CVS	669-2992	**US 70 412 W. State St**
Eckerds	669-2216	**Hwy 9 S, Ingles Plaza**
Medicap	669-9970	**1319 US 70**

INTRODUCTION

The Student Handbook highlights the services, support programs, and policies designed to assist you in getting the most from your college experience. The Office of Student Services is staffed by student development professionals who are committed to student growth - physically, emotionally, socially, intellectually and spiritually.

As an educational community seeking to be Christ-centered, policies are designed to create an environment of love and concern for others. Rules are established to foster an atmosphere of other-centerdness conducive to study and academic achievement. The Office of Student Services and the Student Judiciary seek to enforce college policies with patience and firmness directed toward redemption and restoration. Student members of the Judicial Branch are considered officers of the college while serving in this capacity.

Students fully participate in institutional decision-making and policy development through membership on faculty and Board of Trustees committees and direct access to the President's Cabinet by the Student Government Association. The Student Government Association President introduces a section which contains the SGA Constitution. You are strongly encouraged to consider how you can be part of this effective organization. Your contribution is needed and the lessons learned from involvement in student government are invaluable.

STUDENT SERVICES

The Belk Campus Center

The Belk Campus Center is oriented to students' needs - social, academic, and spiritual. Major components of the building which are directly related to extracurricular activities include the lower lobby, lounge areas, the game room, the Cavalier Cafe, and the campus store. The Belk Campus Center also contains an art studio, classrooms, and faculty offices.

The Montreat Campus Store

The campus store is located on the first floor of the Belk Campus Center. Textbooks, supplies, insignia and personal items are available for purchase at reasonable prices. Other auxiliary services are readily available through the store. Hours are posted.

Student Mailboxes/Document Center

Student mailboxes are located in the lower lobby area of the Belk Campus Center. Packages and registered mail will be handled in the Document Center on the first floor.

Bulletin Boards

Students are encouraged to notice announcements on the bulletin boards in Howerton Dining Hall, Belk Campus Center, and the residence halls. Approval to display notices in the Belk Campus Center and Gaither Hall must be obtained from Student Services. Permission to post notices on the bulletin boards in the residence halls must be approved by the residence director.

Check Cashing Service

Check cashing privileges are available to Montreat students in the business office Monday through Friday. The maximum amount permitted for a personal check is $25. Checks for a higher amount may be accepted for merchandise in the campus store. The student's address, box number and telephone number must appear on all checks.

Students will receive a $20 penalty and a letter requesting settlement within three business days for checks returned due to insufficient funds. If the account is not settled within three business days, a hold will be placed on the student's records until both the check and the penalty have been paid. Students who have two or more returned checks will be restricted from cashing checks on campus without specific permission from the Vice President for Business.

The College Chaplain

The College Chaplain has the meaningful challenge of involving students in the spiritual life of the campus. The Chaplain advises the Student Christian Association, coordinates the weekly chapel program and is also available for individual time with students. The Chaplain's office is located on the second floor of Gaither Hall.

The Health Center

The Health Center is located on the first floor of McGregor Hall. The Health Center is open Monday through Friday 8:30 a.m. - 1:30 p.m. for walk-ins and 1:30 p.m. - 3:00 p.m. for appointments. Students should come to the Health Center when ill or injured. Emergency medical service is available in the evenings through the residence life staff.

The Health Center encourages and educates students to practice good health habits and adopt positive lifestyles which will help increase good health. Students are encouraged to be actively involved in making positive health choices.

The Health Center will not issue written excuses for classes missed due to illness or injury. Students should understand the absence policies set by their professors and are responsible to their professors for missed classes. The Health Center will notify the Office of Student Services of students who have prolonged illnesses or require hospitalization.

All doctor appointments should be made through the Health Center. The Health Center will refer students to specialists off campus and will assist students in making transportation arrangements. There are charges for off-campus office visits and prescription medications.

The Counseling Center

The Counseling Center at Montreat College provides and facilitates in the provision of information and educational programs on a variety of emotional/mental health issues. The center also provides assessment, brief counseling, and referral for services to programs and mental health service providers in the Asheville area. Support groups and personal growth groups may be coordinated through the Counseling Center. The center may assist students with accessing insurance and other financial resources available for mental health services. Services through the Counseling Center are provided to enable students to live emotionally healthy and academically successful lives.

Students may access services of the Counseling Center by calling ext. 5004, emailing the counselor at cpavone@montreat.edu, or going to the center located in room 111, McGregor Hall. In the case of an emergency, the counselor may be contacted via pager by calling 236-7899.

The Counseling Center hours are:
Monday - 9:30 a.m. - 6:00 p.m.
Tuesday - 2:30 - 5:30 p.m.
Wednesday - 9:30 a.m. - 12:00 noon
Thursday - 9:30 - 11:30 a.m.
Friday - emergencies only, via pager

Drug and Alcohol Abuse Prevention Program

Montreat College encourages any student with a substance abuse and/or dependency problem to contact the college nurse and/or the college counselor. The college provides education and prevention programs concerning the use and abuse of drugs and alcohol. Confidentiality will be maintained. Support groups are available both on and off campus.

The Career Development Office

The Career Development Office and Career Library are located on the second floor of the Belk Campus Center and offer career guidance through testing, individual counseling, reference/resource materials and special seminars on resumes, job interviews, networking and internet job searching. Resources include a local job network board, summer job listings and guides to professional career opportunities. The career library holds current information on graduate schools, professional opportunities, career choices in specific majors, and other relevant career information.

In addition to these services, the Career Development Office hosts an *Opportunities Dinner* in the fall and a *Job Fair* in the spring. These special events encourage students to begin the networking process by making contacts, following up on leads and interacting with successful professionals in their fields of study and/or interest.

The Library

The L. Nelson Bell Library provides students with more than half a million volumes locally and through the Mountain College Library Network's online catalog. The library's collection offers access to information in all formats. Resources include books, periodicals (print and electronic), CD-ROM and online databases, microforms and audiovisuals. Available within the facility are computers with Internet connectivity and ample study and research areas for individual and group work. Library open hours are posted. The Hamilton Gallery is located in the library and provides spaces for traveling and local exhibitions and student art shows.

The Writing Center

The mission of the Writing Center is to serve the Montreat College community by assisting students to become better writers, critical thinkers, and communicators by providing face-to-face, telephone, and electronic consultation, tutorials, reference materials, and links to Web writing resources (see www.montreat.edu/writing). The Writing Center is located on the second floor of the L. Nelson Bell Library inside the computer lab. Reference materials (handbooks, style manuals, dictionaries, etc.) are available for use within the computer lab area during regular library hours. Writing consultants are available at specified hours during the academic year (hours are posted each semester).

Campus Police and Safety Department

The college's Director of Campus Police and Safety oversees officers who patrol the campus from 8:00 p.m. to 6:00 a.m. The Campus Police and Safety Department is responsible for the security of college facilities and safety of the students and staff, as well as helping to maintain a community of faith and Christian support. Montreat College Campus Police officers are commissioned under North Carolina General Statute and have full range of police authorities granted any municipal law enforcement officer on property owned by and/or under the control of Montreat College, including adjacent streets and roadways.

All college buildings and residence halls are checked continually by the campus police to insure security and to see that they are locked each evening. The residence hall lobbies, however, are kept open 24 hours and are constantly checked by the campus police and residence hall staff. The lower lobby of the Belk Campus Center is open 24 hours to provide an easily accessible emergency phone at any time. The campus police check this area regularly throughout the night.

The Office of Student Services provides educational programs and materials that encourage students to be

responsible for their own security and the security of others. Information is provided to students through the Student Handbook, written materials and small group workshops related to the following: crime prevention, self defense, sex offense awareness, and sex offense sanctions.

In conjunction with the Montreat College Campus Police, the Town of Montreat and the Buncombe County Sheriff's Department provide police protection for the community. Through the 911 emergency phone number and 669-8072, fire, rescue, and other local police agency assistance is available in minutes.

COMMUNITY STANDARDS

Standards of Conduct

The trustees, administration, staff, faculty and students seek to be motivated by Christ's love and desire to reflect that love for each other; therefore, we are called upon to practice consideration, fair play and concern in our daily interaction with each other as an expression of our commitment to be a community under the Lordship of Jesus Christ. Love and consideration demand the deliberate consciousness of other people's feelings and an effort to neither hurt nor offend others.

1 Corinthians 10:24
Nobody should seek his own good, but the good of others.

1Peter 3:8-10
Finally, all of you, live in harmony with one another; be sympathetic, love as brothers, be compassionate and humble. Do not repay evil with evil or insult with insult, but with blessing, because to this you were called so that you may inherit a blessing.

Such high aspirations require frequent reviews of what Christian standards are in social as well as academic areas. They can be reached only when each person in the Montreat College community makes an honest effort to incorporate them into the pattern of daily living.

Psalm 133:1
Behold, how good and how pleasant it is for bretheren to dwell together in unity!

An obligation to patience and the effort toward redemption is inherent in a Christian community. At the same time, the college reserves the authority to ask those members to withdraw who do not accept the delineation of Christian standards and who are unable to learn to live happily within the framework of its ideals. The college also reserves the right to provide information to dependent students' parents or guardians. This information will be limited to issues related to student health, safety and disciplinary or academic decisions that would jeopardize the student's ability to remain enrolled. The college reserves the right to enact an interim suspension prior to any disciplinary action when a potential threat to an individual or the community has been determined. The Dean of Students will determine the specifics of an interim suspension and will ensure that the due process procedures continue as described in the Student Handbook in a timely fashion.

Honor System

Life at Montreat College is based on the belief that the ideal community is made up of honorable individuals. Mutual trust and consideration are essential to such a community, and it is for these that we strive.

Ephesians 4:1-3
I, therefore, the prisoner of the Lord, beseech you to walk worthy of the calling with which you were called, with all lowliness and gentleness, with longsuffering, bearing with one another in love, endeavoring to keep the unity of the Spirit in the bond of peace.

Each student and faculty member has a responsibility for him/herself and for every other member of the college community. The failure of one person to live honorably is, in part, the failure of all. The movement of one individual toward complete understanding of Christian living is a step toward honorable living for the whole college community.

2 Corinthians 13:7
Now I pray to God that you do no evil, not that we should appear approved, but that you should do what is honorable.

Honor Code

Under the honor code you, the student, are on your honor not to lie, cheat, steal, or plagiarize. If you do, you are on your honor to report yourself within twenty-four hours to an employee of the college. If you see another student lying, cheating, stealing, or plagiarizing, you are on your honor to ask him/her to report him/herself to an employee of the college.

The honor code places upon you a dual responsibility. First, you are responsible to see that you conduct yourself in accordance with the honor code. Second, you are also responsible as far as is possible to see that your fellow students do likewise. This system places considerable responsibility for self government on the students themselves. This college believes that mature students are capable of handling this serious responsibility. You are the governing system and you are responsible for its success.

General Behavior

At Montreat College, the individual is given as much freedom in the exercise of his/her rights and responsibilities as is consistent with the well-being of the entire college community. However, the college reserves the right to discipline any student who refuses to comply with reasonable requests by staff and faculty, who violates college regulations, or who violates state or federal laws or local ordinances, whether on or off campus. The Student Government Association is authorized by the college to handle disciplinary action through its judicial branch. The Dean of Students is responsible for administrative disciplinary action in cases where the student court refers a case, the accused student requests administrative action, when the student court is not functioning, or when the victim of a sex offense case requests administrative action. Student members of the Student Government Association judicial courts are designated college officials when serving in that capacity.

A record shall be kept of all administrative and student judicial hearings. At the option of the accused or the judicial body, an audio tape recording of the proceedings may be made. Any record of student disciplinary proceedings will be made available to the accused. The results of a disciplinary action will be made available to the plaintiff only in cases of a crime of violence or sex offense. In compliance with the Family Educational Rights and Privacy Act, these are protected educational records and may not be disclosed without a court order or the consent of the students involved.

When considering a specific disciplinary action within the range of options, judicial groups are urged to consider the following:

1. Seriousness of the offense
   - Is it a violation of the law?
   - Is it an offense directed toward others?
   - How does it compare to other offenses considered serious?
2. Frequency. Has this offense occurred in the past? How often?
3. Can willful intent be determined? Is there evidence of an unintentional action?
4. Context. What are all the factors and issues surrounding the incident?

In light of the preceding guidelines, administrative and student judicial groups may substitute fines for community service or community service for fines.

Policy for Handling Disruptive Behavior in the Library

In support of the institutional purpose and educational programs of Montreat College, the L. Nelson Bell Library will maintain an atmosphere conducive to study, research, and instruction. To ensure that such an atmosphere is maintained, the library staff will enforce this policy for handling disruptive behavior.

Jurisdiction-Administrative *Sanction-1st Offense-Warning*
2nd Offense-Removal from Library
3rd Offense-Exclusion from Library and
Disciplinary Probation

Sexual Harassment Policy

Montreat College recognizes the dignity and worth of all humanity as God's creation in His own image and therefore seeks to maintain a community free of sexual harassment. Sexual harassment is also a violation of the law and grounds for disciplinary action up to and including discharge or suspension. Further, the college does not condone solicitation or threats to bring false accusation of sexual harassment. This policy shall apply with equal force to all students, staff and faculty.

Sexual harassment is generally described as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic progress, or completion of a school-related activity; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or in the case of a student, used as the basis for academic decision including, but not limited to the individual's academic evaluation, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or student's academic performance, or creating an intimidating, hostile, or offensive working or academic environment.

Examples of sexual harassment include, but are not limited to, continued or repeated offensive sexual flirtations, advances or propositions; continued or repeated verbal remarks about an individual's body; sexually degrading words used toward an individual or to describe an individual; and the display of sexually suggestive objects or pictures.

If a student feels he or she has been sexually harassed, the matter should be brought to the Dean of Students. At this time, the student will be advised and assisted in how to attempt to resolve the matter. If that course fails or if the allegation is against the dean, the complaint should be put in writing and presented to the Student Grievance Committee.

Jurisdiction-Judicial Council/Dean of Students *Sanction-Official Warning to Dismissal*

The Family Educational Rights and Privacy Act of 1974

Montreat College grants to all students and parents of dependent students the right to inspect, to challenge, and to a degree, control the release of information in their files.

1. The request must be in writing and presented to the Office of Student Services. The college has 45 days to comply with each request.
2. Following access, the student (or parent) may request a hearing to challenge the contents of a record. The Dean of Students will arrange the time and place and notify the student (or parent) of such.
3. Except under court order, the information within a student's file will not be released without the written consent of the student. This provision excludes the custodian of the file other than directory information. Directory information includes the student's name, address, telephone number, date and place of birth, major field of study, participation on officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended. A student who wishes to have directory information withheld must notify the Registrar's Office in writing by the first day of classes each semester.
4. Anyone properly looking at a student's file must put a signed explanatory form therein.

5. This Student Handbook, distributed to all students, complies with the requirement that students (or parents) be duly notified of their rights.
6. If a student believes the college has failed to comply with the Buckley Amendment and does not wish to use the college's grievance procedure to resolve a grievance, or if a student is dissatisfied with the outcome of such procedure, the student can file a written complaint with the US Department of Education, Washington, DC 20202.

Non-Discrimination / Equal Opportunity / ADA / Rehabilitation Act Compliance Policies

In compliance with Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Montreat College admits students of any race, color, religion, sex, age, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, disability, military service, color, religion, sex, age, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administrative programs. The college will provide reasonable accommodations to the known disabilities of otherwise qualified applicants and students. Inquiries should be directed to the Office of Student Services.

Student Health Services Policy on Student Illness, Class Absences and Athletic Absences

It is the policy of the Student Health Services Office to provide written documentation of a student's visit to the Health Services Office upon request of the student. The Health Services Office does **not** issue written medical excuses to students for absences from class or athletic events. Students are required to get any written medical excuse from their physician and are to provide faculty with such documentation. In extreme cases, the Health Services nurse may issue a recommendation that a student be placed on bedrest (temperature over 100 degrees, persistent vomiting, persistent diarrhea, migraine headache, strong suspicion of a communicable disease). In such a case, it is still the student's responsibiility to talk with his/her professor to receive instructions as to making up missed classes, assignments, or exams.

If the Health Services Office sends a resident or day student home due to a severe illness, the Health Services Office will provide that information to faculty/staff through the email system or through written documentation to the Academic Dean in the form of the weekly report.

Student Responsiblities:

1) The student experiencing an illness will come to the Health Services Office during normal office hours for evaluation.
2) The student will contact involved faculty members to notify them of illness.
3) If the student's illness requires him/her to see a physician, the Health Services Office personnel will make an appointment for the student or counsel the student to go to Urgent Care or their own personal physician.
4) The student is responsible for obtaining any written excuse from a physician, and for bringing it by the Health Services office for the nurse to attach to the *Health Services Medical Notice.*
5) In the case of athletes experiencing illness, unless the student is placed on bedrest, the student is still expected to attend practices/games/scrimmages.
6) Students are not to call and request documentation from the Health Services Office for illnesses. Students must come by the office to be evaluated by the Health Services nurse. Documentation will not be given for illnesses on any day other than the one in which the student sees the nurse.

Health Services Office Responsibilities

1) Upon request of the student, the Health Services Office will issue a *Health Services Medical Notice* to the student for the date in which the student was seen in the office or for the date in which the student was seen by a medical doctor. The *Health Services Medical Notice* is **not** a medical excuse - it is just a notice that the student has been seen by the nurse or a physician.
2) The Health Services Office will notify involved faculty of students that have been placed on bedrest due to moderate to severe illnesses (temperature over 100 degrees, persistent vomiting, persistent diarrhea, migraine headache, and strong suspicion of communicable disease). This will be accomplished through the email

system or by means of noting the student's name and date of illness on the weekly report to the Academic Dean.

3) As a courtesy to athletes, the Health Services Office will notify the athletic trainer of any athlete who has been sent to a physician or placed on bedrest.

AIDS / STD (Sexually Transmitted Disease) Policy

Because of the rapid spread of the AIDS virus, Montreat College may be faced with students and/or employees who contract AIDS, AIDS related diseases and Hepatitis B. To ensure that proper procedures are taken to protect all individuals in the campus community, including the infected person(s), a communicable disease policy has been adopted by Montreat College.

AIDS Policy: Upon becoming aware of a student who is infected with AIDS or ARC or possesses AIDS antibodies, he or she will be asked to submit to the following:

- Counseling
- Monitoring by medical personnel
- Disclosure of their condition to those with whom close contact is required, such as roommates (He or she will be permitted to move to a private room if one is available.)

Montreat College would strive to provide appropriate information in order to instruct staff and students regarding the nature of AIDS and Hepatitis B and transmission. Effective educational efforts and the development of a Christian outlook, well in the advance of any possible crisis situation, are the best assurance that an actual crisis will be dealt with lovingly and rationally, but without panic.

Vehicle/Parking Policies

All motor vehicles owned or operated by a Montreat College student must display a current parking sticker permit.

Resident students must park ONLY in spaces designated for his or her individual residence hall.
Off-campus students must park ONLY in spaces designated for off-campus students.

Jurisdiction-Administrative *Sanction-Fine of $15-$50 to Towing*

Off-Campus Housing

Unless a student is twenty-one (21) years old or above, married, living with parents or legal guardian, or at least a senior in good academic standing, he/she will be required to live in one of the college's residence halls. Part-time and special students are not included in this requirement.

Tobacco Use Policy

A. College Tobacco Restrictions
   1. The use of tobacco products is not permitted in any college building, including residence hall common areas and residents' rooms.
   2. Outdoor locations that have ashtrays are the only approved smoking areas on the college campus.
   3. Littering on the campus is not permitted. This includes cigarette butts and throwing items out of windows.

Jurisdiction-Judicial Council *Sanction-1st Offense Outside: Warning*
Inside: $25 fine and 10 hrs. community service
2nd Offense Outside: $10 fine and 5 hrs. community service
Inside: $30 fine and 20 hrs. community service
3rd Offense Outside: $25 fine and 10 hrs. community service
Inside: $60 fine and 40 hrs. community service
Fine and community service doubles with each additional offense.

B. Additional Town of Montreat Restrictions:
   1. Smoking shall be prohibited in all enclosed public places within the town of Montreat.

2. The disposal and discarding of smoking materials (including but not limited to: cigars, cigarettes, pipes, pipe tobacco, matches, lighters, lighter fluid, containers, wrappers and packaging associated therewith) is prohibited in public areas, undeveloped areas, paths, trails, sidewalks, roads, streets, and any trash/garbage receptacles which are located in these areas.
3. Penalties: A fine not to exceed $100 for a first offense, $200 for a second violation within one year, $500 for additional violations within one year. To be enforced by the Town of Montreat.

Alcohol Use Policy

All students are encouraged to consider the health risks involved in alcohol use and to seek maturity and responsibility in all of their actions and behavior. This is inclusive of the choice that students, age 21 or older, make concerning alcohol use.

The North Carolina Safe Roads Act prohibits all persons under the age of 21 from purchasing, attempting to purchase, possessing or consuming alcoholic beverages. North Carolina State Law regarding alcohol states the following:

It is illegal for anyone less than 21 years of age to:
- Possess beer or unfortified wine:
Penalty - If 19 or 20 years of age, the offense will be a class 3 misdemeanor criminal offense which is an unlawful act that has far-reaching legal consequences, in addition to a fine of $200. If 18 years of age, it will be a misdemeanor which will become a matter of public record as a criminal conviction and subject one to court costs and/or fines.

- Purchase or attempt to purchase beer or unfortified wine:
Penalty - If 19 or 20 years of age, and if the violation occurred while the person was purchasing or attempting to purchase an alcoholic beverage, the sanction will be the same as noted above. If 18 years of age, and if the violation occurred while the person was attempting to purchase an alcoholic beverage, the offense will be a misdemeanor resulting in court costs and/or fine, and upon conviction, the Department of Motor Vehicles (DMV) will revoke the defendant's driver's license for one year.

- Aid and abet in the sale, purchase, and/or possession of alcohol (including giving alcohol) to anyone under the age of 21:
Penalty - If convicted, up to a $1000 fine and 150 hours of community service.

- Aid and abet in the sale, purchase, and/or possession of alcohol (including giving alcohol) by anyone less than 21 years of age:
Penalty - If under 21 years of age, the offense will be a misdemeanor punishable by a fine of up to $500 or imprisonment for not more than six months or both, and upon conviction, the DMV will revoke the defendant's driver's license for one year.

- Use or attempt to use in order to obtain alcoholic beverages when not of lawful age, a fraudulent or altered driver's license; or a fraudulent or altered identification document other.
Penalty - If convicted, this is a misdemeanor resulting in court costs and/or fine and the DMV will revoke the defendant's driver's license for one year.

- Permit the use of one's driver's license or any other identification document of any kind by any person under 21 to purchase or attempt to purchase or possess alcohol:
Penalty - If convicted, this is a misdemeanor resulting in court costs and/or fine and the DMV will revoke the defendant's driver's license for one year.

- Consume alcoholic beverages in any public area including city streets, sidewalks, town-maintained buildings, bus or municipal parking lots, and town recreation areas:

Penalty - If convicted, this is a misdemeanor and could result in a criminal record, court costs, and restitution by performing community service.

Possession, consumption, or being under the influence of alcoholic beverages on the Montreat College campus or at college sponsored events is prohibited, regardless of age. Being under the influence includes, but is not restricted to, offensive, disruptive, hazardous, and/or vulgar conduct during or following the consumption of an alcoholic beverage. Violation of this regulation will result in disciplinary action.

Students over the age of 21 are encouraged to use discretion and mature judgment in the event that they choose to consume alcoholic beverages. Due to the potential influence that student leaders have on fellow students, their consumption of alcoholic beverages is discouraged. However, if student leaders, age 21 or older, do choose to consume alcohol, they are expected to model responsibility and maturity.

These recommendations and regulations apply to all students, living on or off campus. Resident students are responsible for conveying these regulations to their guests while they are on the Montreat College campus. Parents of students under the age of 21 may be notified by the Dean of Students in the event of any alcohol or drug related disciplinary action. Educational materials, programs, and counseling treatment are available through the Health and Counseling Centers.

In addition to the college sanction listed below, students who are 19 or 20 years old and found in possession of an alcoholic beverage will be turned over to the campus police pursuant to North Carolina law [G.S. 18B-302 (I)]. See page 17 for a description of North Carolina law as related to underage possession and consumption.)

Jurisdiction-Judicial Council *Sanction-1st Offense: 4 weeks probation, 20 hrs. community service, required assessment by counselor.*
-2nd Offense: 8 weeks or end of semester probation, 30 hrs. community service, required assessment by college counselor.
-3rd Offense: 40 hrs. community service, required assessment by college counselor, probation for two semesters up to dismissal.

Students 21 years of age or older who are found guilty of providing an alcoholic beverage to anyone under the age of 21 will be subject to dismissal from the college. Examples of "providing" include but are not limited to the following:

a. Purchasing an alcoholic beverage for someone under the age of 21.
b. Giving an alcoholic beverage to someone under the age of 21.
c. Making an alcoholic beverage available to someone under the age of 21.

A 21-year-old or older student who has a guest under 21 that consumes an alcoholic beverage on or in his or her leased, rented or owned property will also be subject to dismissal.

Jurisdiction-Judicial Council *Sanction-40 hrs. community service, required assessment by college counselor, probation for two semesters up to dismissal.*

Possession or Use of Illegal Drugs

For health and legal reasons, possessing, consuming, and/or selling illegal drugs, on or off campus, is prohibited. Possession of drug paraphernalia, as defined by North Carolina State Law, is prohibited on and off campus. Unauthorized possession, use, distribution or sale of prescription drugs is also prohibited. Educational materials, programs, and counseling treatment are available through the Health and Counseling Centers.

North Carolina State Law regarding controlled substances states the following:

- Possession-Marijuana

- Possession of less than 1 1/2 ounces of marijuana is a misdemeanor criminal offense. Conviction will result in a permanent criminal record and subject the defendant to a maximum fine of $100 and court costs. Second and subsequent convictions include imprisonment for up to 30 days and fines.

- Possession-Cocaine/Crack

- Possession of cocaine in any quantity up to 28 grams is a Class I felony punishable by imprisonment up to five years and/or fine. Possession of 28 grams, but less than 200 grams is "trafficking in cocaine" and is punishable by a minimum imprisonment of seven years, up to 15 years and a minimum fine of $50,000.

- Possession-L.S.D.

- Possession of any quantity of L.S.D. up to 100 dosage units is a Class I felony punishable by imprisonment for up to five years and/or fine.
- Possession of 100, but less than 500 dosage units of L.S.D. is "trafficking in lysergic acid diethylamide," and is punishable by a minimum seven-year imprisonment, up to 15 years and a minimum fine of $25,000.

- Possession-Methamphetamine

- Possession of any quantity of methamphetamine up to 28 grams is a Class I felony punishable by imprisonment for up to five years and/or fine.

- Possession-Drug Paraphernalia

- Possession of drug paraphernalia is a misdemeanor criminal offense punishable by imprisonment up to one year and/or fine up to $500.
- Drug paraphernalia is summarily defined as all equipment, products, and materials of any kind used to facilitate planting, propagating, cultivating, growing, manufacturing, converting, processing, preparing, packaging, storing, concealing, or used to facilitate injecting, ingesting, inhaling, or otherwise introducing into the body, a controlled substance.
- The following are examples of drug paraphernalia. This list is not totally inclusive:

scales	homemade pipes
balances	film canisters
sandwich baggies	dilutents
and their corners	bongs
roach clips	sifters
carburetor pipes	syringes
pipes using screens	spoons
water pipes	chamber pipe

- Any other equipment, products, materials that can be linked directly to the usage of controlled substances.

In addition to the college sanction listed below, students found in possession of an illegal drug will be turned over to the campus police pursuant to the appropriate North Carolina General Statute.

Jurisdiction-Judicial Council — *Sanction-Misdemeanor: 25 hours community service, probation for two semesters, required assessment by college counselor.*
-Felony or 2nd Offense Misdemeanor: Dismissal

- Health Risks Related to Alcohol and Illegal Drug Use

- The use or abuse of alcohol and other drugs increase the risk for a number of health related and other medical, behavioral, and social problems. These include acute health problems related to intoxication or overdose (blackouts, convulsions, coma, death); physical and psychological dependence; malnutrition; long-term health problems, including cirrhosis of the liver, organic brain damage, high blood pressure, heart disease, ulcers, and cancer of the liver and mouth, throat, and stomach; contracting diseases such as AIDS, through the sharing of hypodermic needles; pregnancy problems including miscarriages, still births and learning disabilities; fetal alcohol syndrome (physical and mental birth defects); psychological or psychiatric problems; diminished behavior (hangovers, hallucinations, disorientation, slurred speech); unusual or inappropriate risk-taking, which may result in physical or emotional injury, or death; violent behavior toward others, such as assaults and rape; accidents caused by operating machinery while impaired; impaired driving resulting in alcohol and drug-related arrest, traffic accidents, injuries, and fatalities; negative effects on academic or work performance; conflicts with co-workers, classmates, family, friends, and others; conduct problems resulting in disciplinary actions, including dismissal; and legal problems including imprisonment. Underage alcohol consumption is a major contributing

factor in the leading causes of death among persons 15-21 years old, including auto crashes, homicides, suicides and other trauma.

Weapons and Explosives

According to North Carolina Statute 14-269.2, it shall be unlawful for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, BB gun, pellet gun, air rifle, firecrackers, dynamite cartridge, bomb, grenade, mine, powerful explosive, bowie knife, dirk, dagger, slingshot, leaded cane, switch-blade knife, blackjack, metallic knuckles, or any other weapon of like kind, not used solely for institutional or school sanctioned ceremonial purposes. College policy prohibits the possession of paintball guns in the residence halls.

Jurisdiction-Judicial Council/Administrative *Sanction-Official warning or probation and and community service to dismissal*

Chapter 558, HB 1008 of the 1993 Safe Schools Legislation prohibits the possession of certain weapons on public and private educational property. Under chapter 558, a person commits a Class I felony if the person possesses a gun, rifle, pistol, or other firearm, dynamite cartridge, bomb, grenade, mine, or powerful explosive as defined in G.S. 14-284.1 on educational property. It is also a Class I felony to aid a person under eighteen years of age to commit this offense. North Carolina's Concealed Weapons Statute continues the prohibition of any firearm on school campuses.

Jurisdiction-Administration *Sanction-Dismissal and referal to police*

Pornographic Material

The possession of pornographic material by students is prohibited; this includes videos, posters and magazines. Pornographic material on a computer or TV screen constitutes possession.

Jurisdiction-Judicial Council *Sanction-Warning to community service and recommended counseling*

Appropriate Use Policy for Information Technology Resources

Access to computer equipment systems and networks owned or operated by the college is a privilege that is granted by the college subject to certain rules, regulations and restrictions. Such access imposes certain responsibilities and obligations and is granted subject to college policies, and local, state, and federal laws. This access carries with it certain ethical responsibilities and obligations and should reflect the academic honesty, discipline, and standards of conduct appropriate for our shared community of network and computer resources. Ethical use demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation, harassment, and unwanted solicitations.

Most importantly, each user of the college's technology resources is a representative of the college, in that a record of his/her user address, reflecting "montreat.edu," is left at each site that is visited or e-mailed. Accordingly, each user is expected to behave in a manner that reflects our commitment to be a community under the Lordship of Jesus Christ.

Any person who has a question about this policy, or is concerned about a potential violation of this policy by him/herself or by another person, is encouraged to contact the Vice President for Finance and Information Technology.

Application:
This policy is applicable to all individuals who are given access to computer equipment, systems and networks owned or operated by the college, including, but not necessarily limited to, the following (whether full-time or part-time): faculty members, students, administrators and staff.

Responsibilities:
By using the college's information technology resources, each user accepts the responsibility for his/her behavior and all activities on his/her User ID and agrees as follows:

1. To access only files and data that he/she owns, that are publicly available, or to which he/she has been given authorized access.
2. To use only legal versions of copyrighted software in compliance with vendor license requirements, and not to make or use illegal copies of copyrighted software, store such copies on college systems, or transmit them over college networks.
3. To be considerate in his/her use of shared resources. Refrain from monopolizing systems, overloading networks with excessive data or non-work related messages, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources.
4. Not to use computer programs or other means to decode passwords or access controlled information.
5. Not to engage in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, or damaging files.
6. Not to use mail or message services intending to harass or intimidate another person, or to indiscriminately broadcast information of a frivolous nature.
7. Not to disclose his/her password or use another person's password.
8. Not to use the college's systems for personal gain, for example, by selling access to his/her user ID or password or by performing work for profit in a manner not authorized by the college.
9. As college employees, not to install or operate computer games on college-owned machines for purposes other than academic instruction.
10. To abide by a) all rules, regulations, policies and procedures adopted by the college, b) all rules and regulations posted in terminal rooms, labs and printer areas, and c) all instructions given by staff members.
11. Not to attempt (or assist in an attempt) to a) penetrate system security, b) cause any part of the system to become impaired or inoperable, or c) gain unauthorized access or entry to computer facilities and/or computer based data.

Enforcement and Penalties for Violations:
The college considers any violation to be a serious offense. College officials reserve the right to access, examine, intercept, monitor and copy the files and/or actual terminal sessions of any user or to suspend a user's access to the system in connection with the investigation of any of the following: a) violations or suspected violations of security and/or policies, b) terminal interactions which may be contributing to poor computer performance, or c) computer malfunctions. In connection with such investigations, users whose files or terminal sessions are affected are deemed to have acknowledged the following: that they are not entitled to any expectation of privacy with regard to their files, data or communications and that appropriate college officials and criminal enforcement agencies may be notified of the violation and provided with information and materials relating to the investigation and/or violation.

The responses for violation of this policy will include, but not necessarily be limited to, the following:
1. Notification: alerting a user to what appears to be an inadvertent violation of this policy in order to educate the user to avoid subsequent violations.
2. Warning: alerting a user to the violation, with the understanding that any additional violation will result in a greater penalty.
3. Loss of computer privileges: limitation or removal of computer privileges, either permanently or for a specified period of time.
4. Restitution for damages: requiring reimbursement for the costs of repairs to or replacement of computer-related material, equipment, hardware, software, data and/or facilities, which reimbursement shall include, but not necessarily be limited to, the cost of additional time spent by college employees due to the violation.

In addition to the foregoing, violators would be subject to disciplinary action (which may include suspension, termination or expulsion) as may be prescribed by other rules, regulations, handbooks, procedures or policies applicable to the violator. Furthermore, the violator may be subject to civil suit or ordinances, laws, statutes or regulations of the applicable local government, the State of North Carolina, or the United States of America.

Hazing

Any type of physical (fighting) or verbal abuse, violence, punishment, humiliation, or intimidation by any student toward another is prohibited. It is also understood that abusive and profane language is not permitted and will result in disciplinary action which may include suspension from the college.

Jurisdiction-Judicial Council *Sanction-Warning to Dismissal*

Fire Prevention and Fire Equipment

Fire alarms and fire extinguishers are placed throughout the college buildings for the security of the community. The college will discipline any student who makes unauthorized use of or interferes in any way with the efficient functioning of this equipment, the result of which could jeopardize the safety and lives of other students. The student may also be referred to local law enforcement agencies. Cases of arson or burning personal property are felonies and will be referred to local law enforcement agencies, as well as to the appropriate college authority.

Jurisdiction-Judicial Council/Administrative *Sanction-Warning to Referral to Police and Suspension*

NC General Statute 14-286
Giving false alarms, tampering with a fire alarm or fire detection or extinguishing equipment: Punishable by up to six (6) months imprisonment and/or a fine of $500.

NC General Statute 14-66
The act of aiding in setting fire to, burning or causing to be burned personal property of any kind: Punishable by up to ten (10) years in prison and a fine.

NC General Statute 14-60
The act or aiding in setting fire to or burning or causing to be burned any building owned by a school or college (*Burned* is defined by charring of any part of the building. The building does not have to be destroyed): Punishable by up to thirty (30) years in prison and a fine.

Building Rooftops

All campus building rooftops are strictly off limits to all students. Students found on rooftops for any unauthorized purpose will immediately be fined $50, payable to the Business Office.

Jurisdiction-Administrative *Sanction-Fine*

Sexual Behavior Policy

As a Christian institution, Montreat College seeks to stand for and continually encourages Biblical guidelines for sexual behavior. Premarital and extramarital intercourse and homosexual activity clearly violate God's standards and therefore are considered unacceptable behavior. Appropriate limits on public behavior should be made out of respect for others. Therefore, any display of affection should not become passionate expressions that might embarrass oneself and possibly offend others. Sitting or lying in each other's laps, and prolonged hugs or kissing are examples of unacceptable behavior.

Jurisdiction-Judicial Council *Sanction-Warning to Recommended Counseling*

Montreat College purposes to be supportive of its students in all aspects of college life. Counseling will be made available to any student experiencing problems regarding a pregnancy or their sexuality.

Sex Offenses

Forcible and/or non-forcible sex offenses are contrary to God's teachings, are unlawful and are violent crimes subject to criminal prosecution. Non-forcible sex offenses include rape, acquaintance rape and any sex act wherein the victim is incapable of giving consent. Forcible sex offenses include rape, acquaintance rape and any

sex act wherein the victim reacts with resistance. Such resistance may consist of saying "No", arguing, fighting, pleading, screaming, crying, or other behavior that indicates the respondent is saying "No!"

Sex offenses will not be tolerated at Montreat College. An alleged act of sexual aggression will be taken seriously, investigated thoroughly by the college, and the victim will be encouraged to report the offense to the local authorities. The college will give the victim the option of having the case heard by the student judicial courts or, for privacy reasons, by the dean of students. If found guilty, the perpetrator will face disciplinary action ranging from probation to expulsion, depending on the seriousness of the specific offense.

Jurisdiction-Judicial Council/Administrative *Sanction-Probation and counseling to dismissal and referral to police.*

Should an attack occur, the following reporting procedure should be followed. Do not bathe or change clothes; evidence of the attack must be documented. Report immediately to a residence director or other college official who will communicate with the proper authorities.

On-and-off campus counseling and health services will be made available to any sex offense victims. Changes in campus living accommodations may be provided as necessary. Education programs to promote awareness of rape, acquaintance rape, and other sex offenses will be planned and conducted by the Health Center and Counseling staff.

Sexual Assault Response Guarantee

Montreat College Student Services and the Campus Police have adopted the following:
Sexual assaults, including date/acquaintance rape, are a very serious concern of the college. If you feel you are the victim of a sexual assault on campus, we guarantee you the following:

1. We will meet with you privately, at a place of your choice in this area, to take a complaint report.
2. We will not release your name to the public or to the press.
3. Our staff or officers will not prejudge you, and you will not be blamed for what occurred.
4. We will treat you and your particular case with courtesy, sensitivity, dignity, understanding and professionalism.
5. If you feel more comfortable talking with a female or male, we will accommodate your request.
6. We will assist you in arranging for any hospital treatment or other medical needs.
7. We will assist you in privately contacting counseling, safety, advising and other available resources.
8. We will fully investigate your case, and will help you determine how the case is directed in order to achieve the best outcome. This will involve encouraging you to make an official police report seeking the arrest and full prosecution of the suspect responsible.
9. You will be kept up-to-date on the progress of the investigation and/or prosecution.
10. We will continue to be available for you, to answer your questions, to explain the systems and processes involved, and to be a listening ear if you wish.

If you feel you are a sexual assault victim, call the Campus Police at extension 3333, Health Services at extension 5003, Counseling at extension 5004, Student Services at extension 3631, or any other staff, and say you want to privately make a sexual assault complaint. You may call any time of day or night.

Restricted Areas

The road and area immediately behind McGregor and Anderson Halls is off limits to males at all times. Vehicle traffic is prohibited in the area behind McGregor and Anderson Halls.

The first and second floor hallways of McGregor, which lead to Anderson Hall, are off limits to all but the residents of those halls and their guests.

Jurisdiction-Judicial Council *Sanction-Warning to Community Service*

Lake Susan

This small lake located in the center of campus is primarily a beauty spot and used for boating and fishing only. Swimming and sunbathing are not allowed at the lake. Students must also stay off the lake when it is frozen.

Students must not engage in throwing one another in the lake. Disciplinary action may be necessary in order to avoid injuries.

Jurisdiction-Judicial Council *Sanction-Warning to Community Service*

Sunbathing

Sunbathing is permitted at the swimming pool and on the athletic field. It is not allowed on the roofs of any buildings.

Jurisdiction-Judicial Council *Sanction-Warning to Community service*

Dress Regulations

Reasonable discretion in clothing and appearance is required of all students. Appropriate attire is recommended to show due respect for those guests visiting campus and eating in the dining hall. Students are to refrain from wearing clothing that advertise offensive products/slogans, alcoholic beverages, and/or illegal drugs.

By action of the faculty, Bermuda-type shorts may be worn to class, chapel, convocation, but not to a designated official college function. Caps are not to be worn by male students in chapel, convocation or to a designated college function such as commencement.

Weather permitting, students may go barefoot on campus, with the exception of classes, Gaither Hall, and the Dining Hall. Bathing suits may be worn only in designated areas for swimming or sunbathing. Students are also to be discreet in their choice of clothing when entertaining guests of the opposite sex in their rooms.

Jurisdiction-Judicial Council *Sanction-Warning to Community Service and Counseling*

Respect for College Property

Any student guilty of vandalism (deliberate destruction of property) shall be subject to disciplinary action. In every case in which his/her parents are providing financial support, they shall be informed of the offense and the action taken. Private property and buildings on or near campus not owned or supervised by the college are off limits to students unless permission has been given from the owner.

Jurisdiction-Judicial Council *Sanction-Warning to Fine and Community Service*

Throwing Objects

Throwing or firing from a slingshot or paintball gun any object that has the potential for causing harm to people or property will result in a minimum of a $50 fine and 25 hours of community service. If harm is caused, there would be additional disciplinary action and/or restitution depending on the seriousness of such harm. Snowball fights involving willing participants, using soft-packed snow, not endangering property, and not creating a clean-up problem for others are excluded.

Littering

Littering on the campus is not permitted. This includes cigarette butts and throwing items out of windows.

Jurisdiction-Judicial Council *Sanction - 1st Offense: Warning*
2nd Offense: $25 fine and 10 hrs. community service
3rd Offense: $50 fine and 20 hrs. community service
Fine and community service hours doubled for each additional violation up to $200 maximum fine.

Film / Video Review

Montreat College endeavors to promote spiritual, physical, intellectual and social growth for its students. One dimension of the social and intellectual programming involves the presentation of films/videos. A reviewing and recommending body consists of the Director of Student Activities, members of the Student Activities Committee

and a Residence Director. This body carefully considers the moral, intellectual, spiritual, and social impact of films/videos to be shown publicly to the student body.

G and PG-rated films/videos are approved without review. PG13-rated films/videos must be approved by the reviewing body in order to be shown publicly. R-rated films/videos are not permitted for public viewing on the Montreat College campus. NC-17 and X-rated films/videos are not permitted for public or private viewing on campus. These same guidelines for the appropriateness of the film/video to be presented must be met by the residence halls, clubs, and organizations. Students are strongly urged to carefully consider the moral, intellectual, spiritual, and social impact of any films/videos to be viewed privately on or off campus.

Jurisdiction-Judicial Council *Sanction-Warning or Community Service to Recommended Counseling*

Student Organization Recognition

All student organizations must have a faculty or staff sponsor and be officially recognized by the college. Academic honorary societies must be approved by the faculty and all other student interest groups approved by the Student Government Association must be recognized by the President's Cabinet.

Food Service Policies

The college is under contract with ARAMARK Management Services, Inc. for food services. All resident students are required to purchase the college dining hall food plan. ID cards are required to be shown prior to each meal. Taking utensils from the dining hall without permission is considered theft.

Each student is entitled to seconds, except on certain main course items such as meats. All portions of food are on a personal consumption basis. A student is not permitted to take food or beverages from the dining hall. Students found taking food or beverages from the dining hall will be subject to disciplinary action.

Jurisdiction-Judicial Council *Sanction-Warning to Community Service*

Students requesting a sick tray must make arrangements with the food service manager. Any questions and/or comments regarding the food service should be made directly to the food service manager or the Student Government Association Food Committee.

Procedures for Student Grievances

A. **Academic Related Grievances**
   (Refer to the Academic Catalog.)
B. **Disciplinary Related Grievances**
   1. The appeals and due process procedures for disciplinary cases are contained in the Student Government Constitution and are printed in the Student Handbook.
   2. The Student Services Office should be contacted for assistance.
C **Financial Aid Appeals**
   1. A student wishing to appeal a decision or action by the Financial Aid Office which directly affects the student, should first appeal to the director of financial aid.
   2. If not satisfied, a final appeal may be made in writing within two weeks to the Financial Aid Appeals Committee. A written response will be returned within seven days.
   3. The Financial Aid Appeals Committee is chaired by the dean of students and includes the vice president for advancement, vice president for business, vice president for academics, and the dean of admissions and financial aid.
D. **Student Grievances**
   1. Students are encouraged to submit any complaints or general grievances to the Student Government Association with a copy to the appropriate college department head or administrator. The Executive Committee of the SGA will designate a member of the SGA to follow up on the complaint and report back to the student and SGA Executive Committee.

2. A student wishing to appeal a decision by the college which directly affects the student, should first appeal to the faculty member, student group, or administrator making the decision.
3. In a case involving disrespectful treatment, sexual harassment, threatened harm or retaliation by any employee of the college, a formal complaint should be made with the dean of students. If the dean of students is involved in the complaint, the dean of academics will conduct the investigation. The dean of students or dean of academics will make every effort to investigate the complaint within seven days. The dean of students or dean of academics may involve other appropriate individuals (counselor, nurse, resident director, administrator, faculty member or staff person) in the investigation, as needed, to offer assistance or to be assigned as an advocate for the student bringing the complaint. Strong consideration will be given to protect the student's identity and to keep the matter as confidential as possible. Final action will be determined by the employee's direct supervisor in consultation with the dean of students or dean of academics.
4. If not satisfied, the student may appeal in writing within two weeks to the vice president for advancement, who serves as chair of a general student grievance committee.
5. A written response will be returned within seven days.
6. Final appeal may be made directly to the president of the college in writing within seven days of any action by the committee chaired by the vice president for advancement. A written response will be returned within two weeks of the appeal.
7. Students seeking redress of their grievances are protected against any retaliation by staff, students, or faculty as a result of appeal.
8. The committee is chaired by the vice president for advancement and includes the vice president for academics, dean of students, and the chair of the Student Judicial Appeals Court.

Administrative Disciplinary Procedure

When disciplinary cases are referred to administrative jurisdiction by college policy, student government policy, an individual student court, or at the request of the student, the following procedures will be followed:

1. College policy or civil/criminal law violations are referred to the dean of students.
2. The dean of students will present written charges to the student accused of the offense.
3. If the student pleads guilty to the charge, a written decision and disciplinary action will be presented, giving basic finding of fact within 24 hours and delivered to the student charged.
4. If the student pleads not guilty, a hearing will take place within three days, and a written decision and disciplinary action will be presented, giving basic finding of fact within 24 hours of the hearing.
5. The student has the right to present evidence and witnesses to support his/her own version of the facts.
6. The student has the right to appeal the decision of the dean of students to the President's Cabinet within 48 hours of the decision. Appeals will be heard if they meetat least one of the following:
   a. Discovery of new evidence
   b. Violation of disciplinary procedure
   c. Inconsistency of sanction
7. The student may select any college staff, other than members of the President's Cabinet and those involved in the case, to assist in counsel at all hearings and appeals.

Academic Integrity Policy

A. **Definition of Academic Dishonesty**

Academic Dishonesty, such as cheating on tests and plagiarizing essays, violates the fundamental trust underlying all academic work: that the work be the product of the student who submitted it. Montreat College defines Academic Dishonesty as the representation of another's words, ideas, or images as one's own. It applies equally to intentional and unintentional quotations, paraphrases, visual images, auditory images, and

all electronic means of storage and communication. Academic Dishonesty results in these disciplines and punishments.

B. **Discipline of Academic Dishonesty**

When professors suspect students of academic dishonesty, they will confront the students with their charges in writing. The only possible disciplinarian actions are, (1) a "zero" for the assignment, or (2) an "F" for the course. Students may choose to admit their guilt of Academic Dishonesty and waive a hearing. This involves signing the Academic Dishonesty Notice outlining the disciplinary action. The Academic Dishonesty Notice will then be put on file in the registrar's office. Students who do not agree to the professor's charges must appear before a panel of faculty members appointed by the Vice President and Dean of Academics on charges of academic dishonesty. During the intervening period, students must continue to attend class.

The panel will convene a hearing with the student and the professor at which the faculty member will explain the student's alleged violation. Students may choose to counter with evidence of their innocence or may admit their guilt.

C. **Punishment of Academic Dishonesty**

If the panel indicates, by simple majority vote, that the student has been dishonest, **the panel shall uphold the penalty assessed by the professor.** The registrar will notify the student in writing that a failing grade, with a notation that it was received for academic dishonesty, has been entered into the student's record, even if the infraction occurs before the semester's official withdrawal date. Students may remove the "F" itself and enjoy a recalculation of their grade point average by successfully retaking the course, but the dishonesty notation will remain until the student apply to the vice president and dean of academics to have it removed following their graduation. Two incidents of academic dishonesty will result in a student's **dismissal** from the college. The student will not be eligible to reapply to Montreat College for at least two (2) years after **dismissal.** If the panel finds the student not guilty to academic dishonesty, it will notify both the student and the faculty member; the case will be dropped.

D. **Exoneration of Academic Dishonesty**

If exonerating evidence becomes available in the five business days following the registrar's notification, students may appeal to the Academic Affairs Committee. Students must remain in the class and work toward its successful completion during the appeal process. After hearing evidence presented by both the professor and the student, the Academic Affairs Committee may affirm or overturn the panel's decision to discipline the student for academic dishonesty. The committee will write its decision to the professor and student.

Class Attendance

Students are responsible for adhering to the attendance policy established by the instructor. Students anticipating participation in a planned field trip or co-curricular activity, including athletic events, shall check at the beginning of the semester to make sure that their participation will not violate the attendance policies established in the courses to be taken that semester. In cases where serious conflict arises, the student shall either adjust the involvement in the trip or activity or modify the selection of courses for that semester.

Students are responsible for notifying and seeking approval from the instructor whose classes will be missed due to an authorized co-curricular activity or field trip. The student must notify the instructor before the class occurs and make arrangements to make up missed work. Such arrangements may include additional assignments in lieu of class attendance. It is the discretion of the instructor to allow or disallow the student to make up a quiz, examination, or other assignment missed because of student absence.

RESIDENCE LIFE

Welcome! From the Residence Life Staff

We're glad that you are here at Montreat College. Whether you are just starting your education, transferring from another school or continuing your education, the Residence Life staff want you to feel at home.

Our Commitment

The goal of our residence life program is to be known for one defining characteristic--that each of us would have a **servant's heart** toward others.

"As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the peace through the bond of peace...Then we will no longer be infants, tossed back and forth by the waves, and blown here and there by every wind of teaching and by cunning and craftiness of men in their deceitful scheming. Instead, speaking the truth in love, we will in all things, grow up into Him, who is the Head, that is, Christ. From Him, the whole body, joined and held together by every supporting ligament, grows and builds itself up in love, as each part does its work." *Ephesians 4:1-3, 14-16*

Residence Life Staff

To assist residents in developing healthy self-governance, the college provides each residence hall with a residence director (RD), along with several resident assistants (RAs). A residence director lives in an apartment on the first floor of each residence hall. His/her selection is based on qualifications that include a model of Christian character, an ability to administer organizational programs and a pronounced interest in working with college students.

Each residence director is responsible for managing the overall operations of the residence hall, developing and supporting their staff, acting as a liaison between residents and the Student Services staff, and organizing his/her educational and social programs in the hall.

Resident assistants are selected to work with residents on each floor in the residence hall. They have the meaningful challenge of helping to involve fellow students in a variety of activities and experiences which are designed to make residence living more conducive to healthy growth and development. They are selected on the basis of Christian character, ability to manage their own affairs while helping to organize the affairs of the residence hall, and a demonstrated rapport with fellow students. Resident assistants are available to help residents with personal problems and to offer guidance and support.

Living together always carries a number of responsibilities. Over the years, the Residence Life staff and Montreat College students have found the following procedures to be the best way of providing a quality living community. The Residence Life staff hopes that student experiences in the residence halls will be founded in faith, demonstrated in love, bound in peace, and evidenced in growth.

Issuance of Keys

Each resident is given a key to his/her room when he/she moves in. To receive a key, the resident must acknowledge the receipt of the key in writing. Keys are the property of the college and must be returned when students move out of their rooms. Failure to return the room key, or loss of the key, will result in a charge of up to $30 to replace the key and/or lock.

Residents are encouraged to keep their doors locked at all times when they are away from their rooms. The college is not responsible for the loss or theft of residents' personal belongings. It is highly recommended that students purchase renter's insurance.

Residence Life staff reserve the right to charge a $5 fine for unlocking residents' rooms with the master key.

Room Furnishings

All residence halls are furnished with single beds, chairs, desks, dressers, desk-top shelves, a bookshelf, and clothes closets. Each student must provide his/her own waste baskets, linens, blankets and pillows. Some students find it desirable to also bring a bookcase and a study lamp. Blinds are provided in each room. Room furniture may not be disassembled or removed from student rooms.

Window dimensions are:

ANDERSON HALL*	width 97" x height 57"
McGREGOR HALL	width 74" x height 62"
DAVIS HALL	width 80" x height 67"
HOWERTON HALL	width 68" x height 61"

Official Breaks of the College

Students are encouraged to check the college calendar regarding the date and time to arrive on campus at the beginning of the fall and spring semesters. There will be a $50 charge per day if a student arrives early without prior permission. Keys for rooms will not be issued prior to the official opening of the residence halls.

There are several official college breaks when the residence halls are closed. Prior to the beginning of these breaks, the dean of students will set a date and time when the residence halls must be vacated. The official college breaks are: Fall mid-term break, Thanksgiving break, Christmas break, Spring mid-term break.

During official college breaks, all students must follow appropriate check-out procedures as posted by the staff. A $10 fine may be imposed for any improper checkout, and a $50 fine will be charged for each day a student is in a building between the official opening and closing times. Personal items may remain in the rooms, but all residents must vacate the building. Only residents with official permission may stay on campus during breaks.

Private Rooms

Private rooms will cost $900 per semester above the normal rate for a regular room. A private room is available only on the basis that such rooms exist after all students have been housed. In order to insure private room status, the appropriate form must be filed in the Residence Life Office. These forms are available on request at the end of the fall semester and at room selection at the end of the spring semester. Freshmen are not initially assigned private rooms.

Room Changes / Consolidation

If during the first week of the fall semester a student is without a roommate or loses his/her roommate and there are other students who are without roommates, the remaining students will be asked to consolidate or they will be charged the private room rate. This creates a standard of equity for those students who are paying the private room fee.

Any student in the above mentioned circumstances must pursue one of the following options: 1) consolidate with another student that is without a roommate; or 2) insure their private room status through paying the private room rate. The residence director of each building will provide a list of students needing roommates. Students must make appropriate arrangements within the first week of classes or they will be charged a private room fee.

Before students are allowed to change rooms or roommates, every effort will be made to find a workable solution. The proper process is for students to contact their RA/RD for assistance. All room changes must be approved through the Office of Residence Life. Room Change Request forms are available from the RD. If a student makes an unauthorized room change, the student will be charged a $50 administrative charge and possibly face disciplinary action.

Renter's Insurance

Some students' valuables and belongings are covered for loss and theft by their families' homeowner's insurance policy. It is advised that each student inquire as to whether he/she is covered by such a policy. If not, it is highly recommended that a "renter's insurance policy" be purchased through a local insurance company. The college's insurance does not cover loss due to fire, theft, etc.

Room Decorations

Realizing that residence hall rooms represent the home of the student during his/her stay at the college, students should decorate their rooms in a manner according to the Christian community in which we live. Examples of unacceptable room decorations would include offensive pictures or objects, pictures of illegal drugs or alcoholic beverages, street signs, or empty alcoholic beverage containers. With such violations, the residence director will issue a warning for the removal of the material. At that time, the student must remove the material or issue an appeal to the student court.

Jurisdiction-Judicial Court *Sanction-Warning to Community Service*

Alcoholic Beverage Containers

Empty alcoholic beverage containers are not permitted in residence hall rooms or common areas.

Jurisdiction-Administrative *Sanction-Community Service*

Loft Policy

Residence hall furniture may be lofted according to designs provided by the manufacturer only.

Jurisdiction-Administrative *Sanction-$50 fine plus any damage costs*

Inventory Checklist

The residents of each room will sign an inventory checklist immediately after moving into their room. Any damage or missing furniture not indicated on this form will be charged to the room occupants at the room change or final checkout. Rooms must be left clean and checkout procedures followed when students check out. Failure to do so will result in a fine of $50 for improper checkout plus possibly additional fines for cleaning and damages.

Jurisdiction-Administrative *Sanction-Fine*

Residence Hall Check-Out Procedures

Each student must complete a check-out process prior to leaving their residence hall room. Failure to complete the check-out procedure will result in a $50 fine. Check-out consists of cleaning the room and cataloging any damages incurred by the resident. Students will be charged for any damages as well as failure to clean appropriately.

Students are expected to leave the residence halls 24 hours after their last exam. Halls officially close at 5:00 PM the day of the last exam. Any student staying past that time without appropriate permission will be fined $50 a day. Any student involved in graduation may stay, without charge, until 5:00 PM graduation day.

To Check Out:

1. Each resident, including graduating seniors, must schedule an appointment with their resident director or RA at least 24 hours before checking out. Sign-up sheets will be posted beginning the last day of classes.
2. Prepare room for checkout by removing all stickers, posters and adhesive particles from doors, walls, windows, and furnishings. Rearrange room furniture so that beds are returned to their original location and dressers are not stacked. All personal belongings must be removed from the room prior to being checked out. Sweep or vacuum room, dust furniture and place all trash in proper receptacles.

3. All damage to common areas will be charged to those individuals responsible for damage. If the responsible individuals cannot be determined, then the damages may be charged to the residents of the hall.
4. All outstanding damages and fines will be charged to residents' accounts.
5. Roommates should discuss prior to checking out who is responsible for any damages. Otherwise, the damages will be divided between the roommates. If one roommate is already checked out and the damage was not discovered, the remaining roommate will be charged the full amount.
6. Report to the residence director's apartment or RA's room at the time of the scheduled check-out appointment. Please be prompt and ready to be checked out. The residence director or RA will inspect the room, collect the key, complete necessary paperwork, and make charges for any damages to the room or common area.

Important Notes:

1. Students will not be allowed access to their rooms once they have checked out.
2. **Any student who fails to complete all of the check-out procedures will be fined $50.**
3. **Students who stay in the residence halls past their time to check out will be charged the summer conference rate per day.**
4. Failure to return the room key at the time of check-out will result in a lock replacement charge.
5. Summer storage will **not** be available in the residence halls.
6. Collection boxes for clothes and other items will be placed in the residence hall lobby the week prior to closing the building for donation to those who have need.

Please note that if large items such as personal furniture and carpets are not removed from campus, the resident will be charged the cost of removal.

Jurisdiction-Administrative *Sanction-Fine*

Room Cleanliness

Periodic room inspections will be held to meet the expectations of the Health Department of North Carolina. Food stored in a room should be kept in a tightly closed container in order to keep insects and other pests out of the building. Room checks will be done by the Residence Life staff prior to official college breaks.

Room Damage and Misuse of College Property

Students will be responsible for the condition of their room and its contents, including furniture, floors, walls, windows, doors, closets, carpet, etc. Do not place posters on the walls with nails, glue or double stick foam. Putty and masking tape may be used. No nails are to be driven in the walls or woodwork for any reason. Screens are not to be removed. Do not write or draw on college property. No furniture may be disassembled or moved out of the residence hall rooms. Charges for loss or damage to communications wiring, furniture, or equipment will be assessed to the students of that room or suite. Any damage or removal of lobby or any common area furniture will result in a fine and disciplinary action.

Jurisdiction-Administrative *Sanction-Fine to Dismissal from Residence Hall*

Room Entry, Search and Seizure

Recognizing that the room of each student represents his/her home, the college consistently strives to respect the element of privacy. Under certain circumstances, however, it is necessary for Montreat College staff to enter a student's room. These circumstances are as follows:

1. Regular maintenance, safety, and health inspections.
2. With reasonable suspicion, college officials may search a room of any resident student. The search may include, but is not limited to, opening drawers and refrigerators, examining furnishings and personal effects, searching an adjoining bath or suite, and seizure of illegal goods or stolen property. The residence director must be present to supervise the search of any student's room. Every effort will be made to contact the individual before proceeding

into the student's room. At that time, a list of rights and receipt for any materials taken will be given.

3. Emergencies, with no search warrant or notice given, such as:
   a) incident to and following a lawful arrest
   b) for and in pursuit of a fleeing dangerous criminal suspect
   c) under urgent necessity (i.e. persistent loud screaming, medical emergencies)
   d) necessary to prevent loss or destruction of an item to be seized.

Telephones and Television

Each residence hall room is equipped with basic cable TV, Internet connection, and local phone connections at no additional cost. A personal phone must be provided by the student. Long distance service is available at the usual long distance service charge. **In order to keep phone lines available for incoming calls, students may not connect to a computer on-line service through the phone line.**

Please use care, consideration and judgement in regulating the residence hall lobby television. Any PG-13-rated movie must be approved by the resident director before viewing in the lobby. Satellite-type TV dish connections are not permitted in any residence hall.

Jurisdiction-Administrative *Sanction-warning to $50 fine*

Bulletin Boards

The residence director has the responsibility of determining what items are appropriate to be placed on the residence hall bulletin boards. All posted materials must be placed on bulletin boards only. Walls, windows, doors, etc. are off limits.

Smoking Policy

Smoking is not permitted in residence hall common areas or in any residents' rooms.

Jurisdiction-Administrative *Sanction- 1st offense: $25 fine and 10 hours community service*
2nd offense: $30 fine and 20 hours community service
3rd offense: $60 fine and 40 hours community service
Fine and community service doubles with each additional offense.

Pets

In accordance with Health Department restrictions, pets of all descriptions are prohibited from the residence halls, except fish in a maximum 10-gallon aquarium.

Jurisdiction-Administrative *Sanction-Warning and Removal of Pet to Community Service*

Quiet Hours

In order to create an environment within the residence halls which is conducive to academic growth and rest, the residence halls are to be reasonably quiet at all times, and especially every night from 11 p.m. to 8 a.m. Twenty-four hour quiet hours begin at 11:00 p.m. the evening prior to reading day and continue through exams.

Jurisdiction-Judicial Council *Sanction-Warning to Community Service*

Kitchens

McGregor and Anderson Halls contain kitchens that may be used by the residents. All residents who use these facilities are expected to clean up after using them.

Locking Up

For the safety and protection of the students, the residence halls will be locked at 12 midnight Sunday through Thursday, and 1 a.m. Friday and Saturday. Campus police make periodic safety checks on hall doors throughout each night. Residents of the building may not open a locked exterior door for anyone other than guests they are hosting in the lobby or for visitation.

Fire Safety

Each residence hall will hold fire drills on a periodic basis. Evacuation routes are posted in a central location on each residence hall floor. Each floor is equipped with a fire extinguisher. Any type of open flame is prohibited. Burning items such as incense is included. Possession or use of candles and open coil heaters is not permitted in the residence halls. Possession and use of halogen-type lights on campus is not permitted in any residence hall room. Use of extension cords is prohibited by North Carolina State Fire Code. Only multiple outlet, thermal protected power strips are permitted in residence hall rooms. The college reserves the right to prohibit the possession and use of any item that may present a fire or safety hazard.

Jurisdiction-Administrative — *Sanction-Warning to removal from residence hall. Failure to respond to a fire alarm will result in a $50 fine.*

Fire Prevention and Fire Equipment

Fire alarms and fire extinguishers are placed throughout the college buildings for the security of the community. The college will discipline any student who makes unauthorized use of or interferes in any way with the efficient functioning of this equipment, the result of which could jeopardize the safety and lives of other students. The student may also be referred to local law enforcement agencies. Cases of arson or burning personal property are felonies and will be referred to local law enforcement agencies as well as to the appropriate college authority.

Jurisdiction-Judicial Council/Administrative — *Sanction-Warning to Referral to Police and suspension.*

Hall Meetings

Periodically, each residence hall will have meetings regarding the expectations and needs of their residence hall as a community. Examples of such topics to be covered in a hall meeting would include planning hall activities, the election of representatives, and various educational events. Up to two required meetings may be called, with a three day notice, per semester. Students who fail to attend without prior approval will be fined $10. Additional mandatory meetings may be scheduled by the Assistant Dean if deemed in the best interest of the residence hall community.

Jurisdiction-Administrative — *Sanction-Fine*

Visitation

The college has the responsibility to provide for the safety of those living in the residence halls and security of their personal property. We also realize the residence halls are student's homes away from home entitling them to a degree of privacy. In an effort to create a balance between safety and privacy for the entire community, we have adopted the following guidelines for visitation events.

Each residence hall may have up to six evening visitation events each week and one event on Sundays for guests of the opposite sex. Visitation is not permitted on Wednesday evenings in any of the residence halls. Wednesday evenings are reserved for individual residence hall community activities and programs. The following conditions must be met:

1. There must be a 3/4 approval through a secret ballot by residents to adopt visitation days and hours.
2. The total visitation hours may not exceed 33 per residence hall per week and must be held between 7 p.m. and 12 a.m. evenings and 2 p.m. and 5 p.m. Sundays except in upperclass housing (see *Upperclass Visitation*).

There **must** be someone manning the desk in Anderson Hall in order to conduct visitation. Visitors must call the host's room to see if the resident is accepting visitors. Visitors must be escorted by the resident host at all times when in the residence halls.

4. Guests must sign in at the lobby desk. When any guests leave the residence hall, they must sign out and note the time of departure. ALL guests must be escorted to the point of check-out. The signing in process includes listing first and last names as well as the room in which the guest(s) will be visiting. **Hosts are responsible for the actions of non-student guests throughout their visit.**
5. Each visitor will enter and leave by the front first floor lobby door.
6. Lobby restrooms are available off each residence hall lobby. Guests of the opposite sex may not use hall bathrooms in Davis. Suite mates in Howerton and McGregor will decide if opposite sex guests may use their shared bathroom. Roommates with a private bath will decide if guests of the opposite sex may use their bathroom.
7. Excess noise will be monitored by residence hall staff and all residents and guests must comply with any request to reduce the noise level. A second request will result in discontinuation of visitation rights that day for residents and guests involved.
8. Doors must be kept open at approximately 45 degrees when a guest of the opposite sex is present. Residence life staff monitor hallways to insure safety and policy compliance. Staff members reserve the right to enter any room that creates a reasonable level of concern. Staff members will knock and request permission to enter unless there is reasonable suspicion that someone is in danger or a college policy or law is being violated.
9. Residents are encouraged to be sensitive and considerate of their roommates when considering participation in visitation.
10. Residents are not permitted to have guests of the opposite sex in their rooms other than during an approved visitation event.
11. For security reasons, students are not permitted to open the lobby door for a non-student unless the student is the designated host of the non-student. Non-students must be escorted into the residence hall by a student host.

Jurisdiction-Residence hall staff and the dean of students

Sanction-Fine and loss of visitation rights to referral to Dean of Students for further action.

Visiting in Residence Hall Lobbies

The lobbies in the residence halls are open 24 hours, seven days a week. For a member of the opposite sex to stay in the residence hall lobbies after they are locked, the opposite sex guest must have a resident of that hall with him or her. This policy allows for study, watching TV, etc. However, opposite sex sleepovers are not permitted.

Jurisdiction-Judicial Council

Sanction-Warning to Community Service

Overnight Guest Policy

All guests who stay in the residence halls after closing must register with the residence director and/or resident assistant. If the guest has a car, it should be registered with Student Services as well. The resident student is responsible for his/her guest as long as he/she is staying with the student. **Only overnight guests of the same sex are permitted.** Any student who houses a guest and fails to have him/her register is subject to sanctions. All guests must conduct themselves in accordance with the college regulations. Additional information on overnight guests is available in the Office of Residence Life.

Jurisdiction-Administrative

Sanction-Warning to community service for Montreat College students-warning to referral to police for guests.

Emergencies

All students are expected to make sure someone in the residence hall is notified when away from campus. Letting a friend or roommate know where you will be when off campus and when you plan to return allows the resident assistant to reach you in case of emergency.

Upperclass Housing

(Howerton and Davis first floors and all of McGregor Hall)
Qualifications: In order to be considered for upperclass housing, one must be at least a junior in total earned credit hours. Hours must be earned following high school graduation.

Upperclass Visitation: Additional visitation hours for upperclass housing may be requested by individual residence hall communities. Proposals should be unanimous and must be submitted to the Assistant Dean of Students.

For security reasons, students are not permitted to open the lobby doors for a non-student unless the student is the designated host of the non-student.

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

THE CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF MONTREAT COLLEGE

PREAMBLE

We, the students of Montreat College, in order to facilitate student affairs, to assume collective responsibility for our conduct, to further development in becoming responsible individuals, to foster academic excellence, and to promote moral strength within the Christian tradition, do hereby create and ordain an association of students devoted to the realization of these ends, under the authority administered through the Board of Trustees and under the ultimate authority of God.

ARTICLE I: Student Government Association

Section 1 - Name
The name of this organization shall be known as the Student Government Association of Montreat College, hereinafter referred to as the SGA.

Section 2 - Membership
The membership shall consist of every student of the main campus of Montreat College, who by attending shall indicate his/her acceptance of its privileges and responsibilities.

ARTICLE II: Supremacy and Purpose

Section 1 - Supremacy
The SGA shall understand that the President and the Board of Trustees of the College have the ultimate authority in all matters governing Montreat College. The SGA shall be the primary governing body to advocate student rights and to promote the general welfare of all students.

Section 2 - Purpose
The goal of all SGA members is to be servant leaders for Christ, Montreat College and the community. The SGA's primary function will be to act as a bridge between the students and the administration, trustees, faculty and staff. The bridge shall serve as a means of communication and action for the students and school.

1. To provide a sound democratic student government as a participant in the decision-making processes of college life and to make recommendations to the administration and/or faculty concerning areas outside student control.
2. To provide a forum for the free discussion of issues which concern the student body.
3. To cooperate with the administration in setting and maintaining credible standards of Christian living in all phases of college life.

ARTICLE III: Advisors

Section 1 - Legislative Advisor
One official non-voting advisor serving one-year terms to the SGA Executive and Legislature shall be nominated by the SGA Executive Committee from among the members of the faculty, administration, or administrative staff. He/She shall be elected by a majority vote of the SGA Legislature at their first or second meeting of the academic year. The advisor is expected to be present at all SGA Executive and Legislature meetings.

Section 2 - Resource Advisor
One non-voting staff from the Student Services Office is to be the liaison between the administration and SGA. He/She will be nominated each year by the SGA Executive Committee and elected by a majority vote of SGA Legislature no later than their second meeting of the academic year.

Section 3 - Number of Advisors
The Legislative and Resource Advisor positions may be filled concurrently by the same individual with approval of a simple majority consent of both the SGA Executive Committee and the Legislature.

ARTICLE IV: SGA Executive Committee

Section 1 – Membership and Qualifications

1. The members of the Executive Committee, hereinafter occasionally referred to as Executive, of the SGA shall be the President, Vice President, Treasurer, Secretary, and Judicial Chair. The SGA Advisors and the resource advisor are considered non-voting members of this committee.
2. Executive members shall be of junior or senior class rank.
3. Executive member must carry a cumulative GPA of 2.50 or above.
4. Executive members must be a full-time Montreat College student and must have attended Montreat college for two semesters prior to becoming a member.

Section 2 – Duties of the Executive Committee

1. To attend all meeting of the SGA.
2. To fill all vacancies in the membership of the SGA Legislature when deemed necessary.
3. To prepare advisory reports for the Legislature's consideration and to make recommendations for new legislation, clarify desirable changes in existing legislation, and prepare an agenda for SGA meetings.
4. To allow that all presidents of clubs and organizations send a representative (preferably the president of that organization/club) to the SGA Legislature as a non-voting member.
5. To meet at least once every two weeks, and more often when deemed necessary. This meeting is considered a closed session, except for persons stated specifically in Article IV, Section 1. The Executive reserves the right to invite non-members when deemed necessary.
6. To take appropriate action on those SGA legislators who are in violation of the attendance policy or other obligatory duties.
7. To appoint any temporary committees as deemed necessary. This is elaborated upon further in Article VI.
8. To appoint an SGA representative who will represent the student body at all Montreat town meetings.
9. To monitor and evaluate activities of SGA Chartered Organizations.

Section 3 – Duties of SGA President

1. To live a life beyond reproach, providing encouragement in the areas of Christian growth, serving of the Student Body, and the College Administration.
2. To attend all meetings of the SGA Governing body, and act as a non-voting member of the Legislature.
3. To call and preside over all meetings of the SGA Executive and the Legislature
4. To serve as Chair of the Executive Committee
5. To serve as the official representative of the student body.
6. To conduct orientation meetings for newly elected members.
7. To appoint any temporary committees as deemed necessary.
8. To serve as a member of the Board of Trustees, and Student Life Committees.
9. To meet weekly with the advisor(s) outside of scheduled Executive meetings.
10. To appoint student representatives to represent the SGA on the committees listed in Article VI, section 4.

Section 4 – Duties of the SGA Vice-President

1. To live a life beyond reproach, providing encouragement in the areas of Christian growth, serving of the Student Body, and the College Administration.
2. To attend all meetings of the SGA Governing body, and act as a non-voting member of the Legislature.
3. To perform all duties of the SGA President in his/her absence.
4. To vote as a member of the legislature in the case of a tie vote in the legislature.
5. To be present at all SGA meetings with Robert's Rules of Order, in the case of a dispute or a concern voiced about procedure.
6. To participate in the Student Budget Advisory Committee.
7. To be ready to be called upon to participate as a member of the dynamic Honor Court whenever the need arises.

Section 5 – Duties of the SGA Treasurer

1. To live a life beyond reproach, providing encouragement in the areas of Christian growth, serving of the Student Body, and the College Administration.
2. To attend all meetings of the SGA Governing body, and act as a non-voting member of the Legislature.
3. To head the Student Budget Advisory Committee.
4. To present a budget report of SGA chartered clubs or organizations to the SGA Governing Body.
5. To prepare a general SGA financial status report for each meeting of the SGA Executive and Legislature.
6. To be ready to be called upon to participate as a member of the dynamic Honor Court whenever the need arises.

Section 6 – Duties of the SGA Secretary

1. To live a life beyond reproach, providing encouragement in the areas of Christian growth, serving of the Student Body, and the College Administration.
2. To attend all meetings of the SGA Governing body, and act as a non-voting member of the Legislature.
3. To keep minutes of all meeting of the SGA Governing Body and post typed copies of the minutes within forty-eight hours following the SGA meeting.
4. To record the attendance of all members of the Governing Body.
5. To keep on file all records of SGA Governing Body and Judicial Branch meetings.
6. To supervise the production of a monthly SGA newsletter, informing the student body of the SGA's activities.
7. To keep and maintain all SGA records of SGA chartered organizations and to distribute budget and activities reports of SGA chartered organizations to Executive members.

Section 7 – Duties of Judicial Chair

1. To live a life beyond reproach, providing encouragement in the areas of Christian growth, serving of the Student Body, and the College Administration.
2. To facilitate the needs and concerns from the judicial system to the SGA.
3. To instigate action on behalf of the judicial system.
4. To serve on committees as designated by the SGA President or Executive Committee.
5. To perform all other duties vested within him/her as Judicial Chair.
6. To serve as chair over the judicial system.
7. To act as an interpreter for the SGA Constitution should any questions arise concerning its content.

Section 8 – Vacancies and Succession

1. If, for any reason, a vacancy occurs in the office of SGA President, the Vice President shall automatically assume the responsibilities and position of the office of SGA President. Order of succession for the SGA president after the vice president shall be:
    a. Tresurer
    b. Judicial Chair
    c. Secretary
2. If, for any reason, a vacancy occurs in the office of SGA Vice President, Treasurer, or Secretary, the SGA President shall nominate an individual from within the SGA Governing body to fill this position. Upon a simple majority vote from the student body, the nominee shall assume the office and responsibilities of the office he/she was nominated to.
3. Upon the absence of an SGA Executive member to a meeting, that member has forfeited his/her right for representation for that meeting.

Section 9 – School Year Beginnings

1. SGA Executive members shall maintain their office at the beginning of each new school year until new elections are held.
2. If, for any reason, the SGA President does not return to Montreat College at the beginning of the new school year, the SGA Vice President shall automatically assume the office and responsibilities of SGA President.
3. If, for any reason, any other member of the Executive does not return to Montreat College at the beginning of the new school year, the office will be filled by the procedure described in Article VI, Section 7, Subsection 2.

ARTICLE V: SGA Legislature

Section 1 – Membership and Qualifications

1. The members of the SGA Legislature shall be composed of two representatives from each class, the Off-Campus representative, one representative from each dormitory, and the Student Activities Representative.
2. Legislative members shall have the same class standing or residence of the students they represent.
3. Legislative members shall carry a GPA of 2.50 or above.
4. Legislative members shall be full-time Montreat College students and must have attended Montreat College full-time for one semester prior to becoming a member with the exception of freshman class representatives.

Section 2 – Duties of the Legislature

To make recommendations for, and to pass new legislation and changes in the existing legislation.

Section 3 – Duties of Executive Members to Legislature

The members of the SGA Executive shall attend all meetings of the legislature and act as non-voting members.

Section 4 – Duties of Class Representatives

1. To live a life beyond reproach, providing encouragement in the areas of Christian growth, serving of the Student Body, and the College Administration.
2. To act as an official representative of his/her class to the SGA Governing Body.
3. To facilitate an appropriate setting for fellow classmates to voice their concerns, suggestions, or questions.
4. To make appropriate actions on the concerns, suggestions, or questions of his/her fellow classmates.
5. To participate in permanent staff/faculty committees, as well as any ad-hoc committees the Governing Body deems appropriate.
6. To be ready to be called upon to participate as a member of the dynamic Honor Court whenever the need arises.

Section 5 – Duties of Dormitory Representatives

1. To live a life beyond reproach, providing encouragement in the areas of Christian growth, serving of the Student Body, and the College Administration.
2. To act as an official representative of his/her dormitory to the SGA Governing Body.
3. To facilitate an appropriate setting for fellow dorm occupants to voice their concerns, suggestions, or questions.
4. To make appropriate actions on the concerns, suggestions, or questions of his/her fellow dorm occupants.
5. To participate in permanent staff/faculty committees, as well as any ad-hoc committees the Governing Body deems appropriate.
6. To be ready to be called upon to participate as a member of the dynamic Honor Court whenever the need arises.

Section 6 – Duties of Off-Campus Representatives

1. To live a life beyond reproach, providing encouragement in the areas of Christian growth, serving of the Student Body, and the College Administration.
2. To act as an official representative of his/her fellow off-campus residents to the SGA Governing Body.
3. To facilitate an appropriate setting for fellow off-campus residents to voice their concerns, suggestions, or questions.
4. To make appropriate actions on the concerns, suggestions, or questions of his/her fellow off-campus residents.
5. To participate in permanent staff/faculty committees, as well as any ad-hoc committees the Governing Body deems appropriate.

Section 7 – Duties of the Student Activities Representative

1. To live a life beyond reproach, providing encouragement in the areas of Christian growth, serving of the Student Body, and the College Administration.
2. To bring suggestions, concerns, or questions that pertain to the Student Activities Committee or any concern voiced by a student of Montreat College.

3. To serve as a member of the Student Budget Advisory Committee.
4. To participate in permanent staff/faculty committees, as well as any ad-hoc committees the Governing Body deems appropriate.

Section 8 – Vacancies and Succession

1. If, for any reason, a vacancy occurs in the position of Class, Dormitory, or Off-Campus Representative, the SGA Legislature has the option to nominate and appoint a representative from the body of constituents whose position is vacant. The SGA Legislature must appoint an individual who is qualified and willing to participate in the SGA Legislature. The SGA Legislature also has the option to allow another election for the position. This election will include self-nominations from all those wishing to run and a vote by the constituents of the position that is open.
2. If, for any reason, a vacancy occurs in the position of Student Activities Representative, the Student Activities Committee will nominate and appoint a representative to fill the vacancy.

Section 9 – School Year Beginnings

1. At the beginning of each school year, class representatives will maintain their positions as representatives, but will represent the class of their own class standing.
2. Off-campus and dorm representatives will continue in their position regardless of their current living situation.
3. Student Activities representative will maintain his/her position.
4. All positions will be held by incumbent representatives in this manner until new members are elected in the fall.

Section 10 – Parliamentary Procedure/Quorum

1. Robert's Rules of Order shall serve as the parliamentary authority in all the Legislature meetings, however, it shall not take precedence over this constitution.
2. Interpretation of all parliamentary procedure shall be the responsibility of the SGA Vice President.
3. A quorum shall consist of three-fourths (3/4) of the total membership of the SGA Legislature, with at least one SGA advisor present. A quorum must be present in order to transact business.
4. The quorum may be waved only for individual meetings by a unanimous decision of the present legislative officers, where there is a minimum of half the total Legislature and consent of at least two of the following and present officers: SGA President, SGA Vice-President, SGA Treasurer, or SGA Secretary.

ARTICLE VI: Committees, Organizations, and Clubs

Section 1 – Student Budget Advisory Committee

1. The Student Budget Advisory Committee (SBAC) is a standing committee, which will be composed of the Vice President, Treasurer, Secretary, Club/Organization representatives, and the Student Activities Chair.
2. The SBAC shall work with the director of Student Activities in evaluation of budgets submitted by all organizations, publish the appropriations of the funds which apply to the student activities, determine the wishes of the student body with regard to the spending of these funds, and distribute its proposed budget changes to the Legislature before the last three weeks of the school year. Explanations of any budget changes must also be presented to the SGA Legislature.

Section 2 – Student Activities Committee

1. The Student Activities Committee is a standing committee, which shall be composed of a chair elected by the student body, a vice-chair appointed by the Student Activities chair, elected representative from each dormitory, and an elected representative from off-campus students.
2. All full-time Montreat College Students are considered members of this committee; and all faculty, administration, and administrative staff are members. Recipients of leadership scholarships, residence hall representatives for activities, residence hall representatives for intramurals, are required to attend and participate. The committee's purpose shall be to organize subcommittees to plan social, recreational, cultural, and educational programs for the Montreat College community.

Section 3 – Ad-Hoc Committees

Ad-Hoc committees shall be appointed by the SGA President when deemed necessary. Since issues vary from class to class, dorm to dorm, year to year, and even week to week, the SGA must keep constant and open lines of communication with both the Administration and student body. The SGA's purpose of existence is to act as a bridge between the administration and the students, not to fight the administration or to rule the students. It is to serve both the student population and the administration as a forum for conversation and negotiation. As such, it is expected that the SGA provide multiple and weekly opportunities for students to raise issues and then appoint persons, committees if need be, to deal with each issue. The purpose of these committees shall be:

1. To confirm the validity of suggestions, questions, and concerns voiced by students, faculty or administration.
2. Determine actions to be taken concerning these suggestions, questions, and concerns.
3. Report to the Executive explaining the suggestions, question, or concern, and the proposed actions. The Executive will then decide on the best action to take, if any, and propose this action to the Legislature in legislation, when appropriate.
4. If no action can be taken, or none is taken, it is the responsibility of the Executive to report to the student body concerning any findings.
5. All members appointed to these committees must be present at scheduled committee meetings.

Section 4 – Joint Faculty/Administration and Student Committees

The SGA reserves the right to send a student representative to the following committees:

1. Faculty Committees: Academic Affairs, Administrative, Admissions, Athletic Advisory, Student Life, Learning Resources/Library, Professional Growth, Retention, Spiritual Life, Teaching and Learning, and Teacher Education.
2. Board of Trustees Committees: Buildings and Grounds, Development, Executive, Finance.

The student representatives chosen for these committees are appointed and approved by the SGA Executive and the SGA Legislature.

Section 5 – SGA Chartered Organizations

1. Organizations of students may be recognized by the SGA only through the process of chartering. To charter an organization, the interested group of individuals must submit a charter to the SGA Executive for approval. Upon two-thirds (2/3) approval in Executive, the charter will be sent to the Legislature for a two-thirds (2/3) approval. Upon this approval, the organization will be recognized as an SGA chartered organization. It is recommended that an SGA member serve as an advisor to this process.
2. An organization must be recognized by the SGA through a charter to be eligible for receiving any student activities funds. The organization must submit a budget proposal at the designated times set forth by the Student Budget Advisory Committee in order to receive funds.
3. There must be an official, non-voting advisor to SGA chartered organizations who shall be selected from the members of the faculty, administration, or administrative staff. Such advisors shall participate in official meetings at the discretion of the organizations by whom they are chosen.
4. The SGA strongly encourages SGA chartered organizations to send a representative to the SGA Legislature meetings, increasing communication within the internal network of the SGA and thus will be noted within the allocation of student activities funds.
5. The SGA reserves the right to re-examine an SGA chartered organization for failure to abide by the organization's charter for any reason. In order for an organization to be de-chartered, the SGA Executive and Legislature both must have a two-thirds (2/3) vote for approval of de-chartering.
6. All SGA Chartered Organizations must submit a monthly budget report and a report of all activities to the SGA Secretary. This report shall be due on the first Monday of each month.

ARTICLE VI: Judicial Branch

Section 1 - The Honor System Purpose, Membership, and Duties

Subsection A - Purpose

Montreat College is firmly committed to the principles of honor. The honor system is based upon principles that a spirit of trust should pervade all aspects of student life. Its essence is that each student's word can be trusted and that any violation of a student's word is an offense against the community.

Subsection B - Membership and Duties

Membership in the student body signifies a student's commitment to the honor system. It is the responsibility of every student to act honorably in all phases of student life, to understand the rights and responsibilities under the honor system, and to preserve the integrity of the honor system.

Section 2 - Ethics

The following code of ethics for the judicial council members is set forth as a proper guide and as an indication of what the college expects from its members:

1. The official and public behavior of any member of the judicial council shall be beyond reproach.
2. No member shall mention, comment on, or discuss the case in any manner except when the board or council is sitting to consider the case.
3. With the exception of the chair, each member should refrain from learning about the case.
4. A member shall not be swayed by partisan demands, public clamor, or consideration of personal popularity or notoriety, nor of apprehension of unjust criticism.
5. A member shall disqualify him/herself from a case if it can be reasonably inferred that he/she is incapable of rendering an impartial judgment. In these situations the SGA Legislature will choose a replacement.
6. When considering a case, a member shall bear in mind that she/he is deciding whether a particular regulation or statute has been violated. A member, however, should consider the welfare of the individual and the integrity of the college community in setting the sanctions to be imposed.
7. Violations of this code of ethics should be reported to the Judicial Review Board.

Section 3 - Honor Code Violations

Subsection A - Felonies

Cases concerning charges which give rise to criminal felony charges in local, state or federal courts may be directed to the dean of students by either the appropriate student court or the accused. The dean of students will either hear the case administratively or delay any hearing pending the outcome of criminal proceedings.

Subsection B - Stealing includes, but is not limited to:

1. The unauthorized taking, misappropriation, or possession of any property owned by, belonging to, or maintained by the college, an organization, or other individual.
2. The possession, retention, or disposal of stolen property.

Subsection C - Deception includes, but is not limited to:

1. Any false or deceiving representation and any attempt to avoid meeting the stated course requirements.
2. False statements to avoid taking examinations or turning in assignments at the scheduled times.
   a) Submitting falsified, invented, or fictitious data or evidence.
   b) Concealing or distorting the true nature, origin, or function of data or evidence.

Subsection D - Hazing includes, but is not limited to:

1. Any type of physical or verbal abuse.
2. Violence, punishment, humiliation, or intimidation by another student.

Subsection E - Contempt of court includes, but is not limited to:

1. Instances of perjury (knowingly giving false testimony) in any branch of the judicial system.
2. Acts which obstruct a judicial action or procedure.
3. Failure to comply with sanctions imposed by any court of the judicial branch.

Section 4 - Sanctions

Judicial courts may impose the following sanctions:

1. Alcohol Education Class (supervised by the Counseling Center)
2. Official Reprimand

   An incident may be considered to be one of thoughtlessness on the part of a student. The official reprimand is a written notification to a student indicating that he/she has been found guilty of a violation and that any other violations of college regulations for which the student is found guilty will result in a more severe disciplinary action. In addition, if the student does not meet any special stipulations associated with the sanction, further

action will be taken, which may include suspension. The official reprimand normally remains in effect for one full academic year. If there are no additional violations during that year, the official reprimand will be removed from the student's record.

3. Community Service Hours/Restitution Community Service Hours
   Community service hours are intended to benefit the individual and the campus. Those not wishing to perform community service hours will be given a sanctioning option. If the student does not complete the assigned community service hours by the required date, the student's grades will be withheld until verification of the completion of the hours is provided.
4. Referral for Counseling or Assessment
   If, in the opinion of the hearing body or officials of the college, a student's involvement in a disciplinary situation will be best served by counseling, the student may be required to attend counseling sessions with a member of the Montreat College Counseling Center.
5. Reimbursement
   Damage to person or property or misappropriation of property, either through appropriate repairs or monetary compensation, may be imposed as a sanction.
6. Disciplinary Probation
   A probationary status is imposed for a specific time period, during which a student is expected to show a positive change in behavior. Furthermore, if the student does not meet any special stipulations associated with the probationary standing or if he/she is found guilty of violating any other rule, regulation or law, he/she may be suspended from the college.
7. Recommendations to Judicial Review Board to impose the following sanctions on behalf of the college administration.
   a) Loss of Housing Privileges
   A student may lose his/her privilege of residing in college housing as part of an imposed sanction.
   b) Disciplinary Suspension
   The removal of a student from the college which permits the student to return after the period of sentencing. While a student is suspended, he/she is not to return to the campus, grounds, programs, facilities, and activities of the college without written permission from the dean of students. If the student returns to campus without written permission during the time period for which he/she is suspended, his/her eligibility to return to Montreat College in the future may be threatened.
   c) Disciplinary Expulsion
   The removal of a student from the college for the remainder of the academic year. While a student is expelled, he/she is not to return to the campus, grounds, programs, facilities, and activities of the college without written permission from the dean of students and must vacate the campus within twenty-four (24) hours of the final decision.

Section 5 - The Judicial Council

Subsection A - Purpose

1. To hear all cases concerning violations of the college regulations, including honor code violations.
2. To hear all cases concerning violations of civil law, whether on or off campus.
3. To bring to the attention of the dean of students practices which encourage violations of the handbook and/or residence hall violations.
4. To hold hearings and render decisions on the charges in accordance with the constitution and the student handbook.
5. Members of the Judicial Council are responsible for providing the SGA Legislature with any suggestions that they have for the Judicial Council itself as well as any constitutional revision that they may deem necessary, every semester.

Subsection B - Qualifications

1. Officers must have attended Montreat College the two previous semesters.
2. Council members must have a previous semester average QPA of 2.5.
3. All other qualifications within this constitution must be met.

Subsection C - Membership and Duties

1. Chair
   a) To insure legitimacy of charges prior to delivering charges to the accused.
   b) To preside over all meetings of the Judicial Council.
   c) To inform the defendant of the seriousness of the charges brought against him/her.
   d) To report the decision of the council to the plaintiff and the defendant.
   e) To present a monthly report to the SGA Legislature, outlining the seriousness of the violations and the decisions rendered.
   f) Shall be non-voting except as a tie-breaking vote.
   g) Shall serve on SGA Legislature.
   h) To act as representative to the Academic Affairs Committee (pending their meeting to create this position)
   i)To schedule two (2) meetings a semester with the Dean of Students to discussion sanctions that were issued during the semester.
   j)To act as an interpreter for the constitution should any questions arise.
2. Vice Chair
   a) To perform all the duties of the chair in his/her absence.
   b) To inform the defendant of his/her rights.
   c) To assist the chair in any way he/she so requests.
3. Secretary
   a) To record in detail all discussions and decisions pertaining to each case.
   b) To keep a permanent record of all cases handled by the Judicial Council with the dean of students.
   c) To keep a taped record of all cases appearing before the Judicial Council. These tapes are to be maintained by the dean of students for a period of four (4) years.
   d) To submit, in writing, to the dean of students, the SGA president, the SGA secretary/treasurer, plaintiff and defendant copies of the decisions of the Judicial Council within forty-eight (48) hours of the meeting at which they are made.
4. Council Members
   Five (5) Member council to be selected and voted upon by the SGA legislature, whom shall maintain there position for the duration of the SGA legislature's term.
5. Advisors
   a) One (1) faculty member to be elected by the council at their first meeting of the academic year.
   b) To sit and hear all cases appearing before the Judicial Council.
   c) To serve as resource advisors for the council.
   d) Shall be non-voting members.
   e) This advisor may be the SGA or Resource Advisor, if another cannot be found.

Subsection D - Meetings

1. Scheduled meetings once a week as necessary.
2. The purpose of these meetings shall be to:
   a) Hear cases brought before the Judicial Council.
   b) Render a verdict on each case appearing before the Judicial Council.
   c) Impose sanctions against the guilty party or parties appearing before the Judicial Council.
   d) Information sharing
3. Update members on SGA activities.
4. Discuss ideas for chair to take to SGA.
5. Any other discussion not related to a particular case.

Section 6 - Rights of the Defendant

1. To be considered innocent unless proven guilty.
2. The student shall be informed in writing of the nature of the charges that have been brought against him/her and that those charges are being investigated.
3. The student shall be informed immediately of the results of an investigation of which she/he is the subject.
4. The student shall have three (3) school days after notification before a hearing may take place.
5. Any student appearing before a court of the Judicial Branch shall hear the accusations brought against him/her in the presence of the plaintiff.

6. No student shall be required to testify against him/herself.
7. Once a charge has been drawn, the court is committed to that charge, and shall not pursue any other charges.
   a) If during the course of a hearing, another violation is uncovered, it shall be referred to the Dean of Students.
   b) The court will view this new violation as a separate matter and not allow the discovery to prejudice its verdict.
8. Any student has the right to appeal.
9. When confidentiality is a major concern such as cases concerning sexual activity or illegal drug use, any student may make a written request to the dean of students to have his/her case removed from the student courts and transferred to the administrative level.
10. Students may choose any one student that they wish to accompany them into the hearing. These students may not address the court themselves, however they are allowed to speak with the student that brought them into the court at anytime.
11. The student has the right to be informed of his or her rights, as written herein, before he or she is questioned about any charges brought against him or her. This will include cases heard by a student judicial body and those under administrative jurisdiction.
12. A student shall have the right to have summons brought to him/her in person. If that person is unable to be reached within 24 business hours of the drawing of the summons, then the charged may be directly informed by phone (i.e. no electronic recording devices) upon approval of the dean of students.
13. The student shall have the right not to receive cruel or unusual punishment.

Section 7 - Appeals to the Dean of Students

Subsection A - Grounds for Appeal

1. Procedural violations
2. Violations of rights
3. Sanction inconsistencies
4. New evidence

Subsection B - Appeals Procedure

1. Once a student has completed his/her trial or hearing in student courts, a student may make an appeal to the dean of students.
2. Written request for an appeal must be made to the dean of students within forty-eight (48) hours of the final decision of the student appeals court.
3. The dean will then have twenty-four (24) business hours to either accept or reject the motion for appeal.
4. If the request for appeal is granted, the dean shall put the appeal his/her agenda, and the sanctions of the lower court are stayed pending the decision.
   a) If the decisions of the lower court are upheld, the sanctions become effective immediately.
   b) If the decision of the lower courts are overturned, the sanctions are rendered null and void.
5. If the request for appeal is denied, the sanctions become effective immediately.

Subsection C - Evidence of New Violations

If, during the course of a President's Cabinet hearing, a new violation is uncovered, evidence of that violation shall be sent to the appropriate student court for review and possible hearing.

Section 8 - Appeals to the President's Cabinet

Subsection A - Grounds for Appeal

1. Procedural violations
2. Violations of rights
3. Sanction inconsistencies
4. New evidence

Subsection B - Appeals Procedure

1. Once a student has exhausted his/her appeals through the dean of students, a student may make a final appeal to the President's Cabinet.
2. Written request for an appeal must be made to the dean of students within forty-eight (48) hours of the final

decision.
3. The dean will then have twenty-four (24) business hours to either accept or reject the motion for appeal.
4. If the request for appeal is granted, the dean shall put the appeal on the next President's Cabinet agenda, and the sanctions of the lower court are stayed pending the decision of the President's Cabinet.
   a) If the decisions of the lower court are upheld, the sanctions become effective immediately.
   b) If the decision of the lower courts are overturned, the sanctions are rendered null and void.
5. If the request for appeal is denied, the sanctions become effective immediately.
6. During the appeal to the President's Cabinet, the dean will abstain from sitting in on the appeal to allow for a fair trial.

Subsection C - Evidence of New Violations
If, during the course of a President's Cabinet hearing, a new violation is uncovered, evidence of that violation shall be sent to the Dean of Students.

Section 9 - Quorum
1. A quorum shall consist of a majority of the total council's membership and one advisor.
2. In any case where a quorum is not possible, the council may choose to refer the case to the dean of students. The dean of students would then serve as chair and the remaining student members would decide on the case. Disciplinary action would be taken under the authority of the dean.

Section 10 - Vacancies and Successions
Subsection A - Chair
If, for any reason, a vacancy should occur in the office of chair, the vice chair shall assume all responsibilities and position of chair.

Subsection B - Vice Chair and Secretary
a) Should a vacancy occur in the positions of vice chair or secretary, the SGA Legislature will nominate and appoint persons to assume the responsibilities of these positions.
b) The court shall recommend to the Legislature persons for these positions, but these recommendations shall not be binding; the Legislature will appoint these points via a nomination and voting process.

Subsection C - Limitations
All qualifications will still need to be met from within this constitution and the Office of Student Services.

Subsection D - Exceptions
The only exceptions to this policy are listed in Article VII, Section 5.
Section 12 - Referral to the Dean of Students

Subsection E-Referral
If the Judicial Council has not been properly formed and a student wishes to bring a case before them, then a panel consisting of the Dean of Students, 2 faculty members chosen by the Dean and 2 students chosen by the SGA Legislature will hear the case with the Dean of Students presiding.

ARTICLE VIII: Elections

Section 1 – Qualification for Any Position Within the SGA
Any individual running for office must meet the qualifications for that office before nominating him/herself for that position.

Section 2 – Limitations
An SGA member may not hold more than one office in the SGA.

Section 3 – Disqualification from Office
Any elected or appointed student leader convicted of any offense having a penalty of disciplinary probation, academic probation, suspension, requirement to withdraw, or expulsion may not continue to serve out the

remainder of his/her term in office. This disqualification can be appealed to the judicial council; during this appeal process the disqualification will be at a stay. Should the convicted be a member of the judicial branch, they may appeal to the Executive Committee.

Section 4 – Campaigning
Campaigns shall be conducted in a competitive but fair and honest spirit under the honor system. Campaigning is highly encouraged in the form of posters, speeches, and banners. There shall be no posting of campaign materials inside classrooms, the L. Nelson Bell Library or Gaither Chapel. Posters may not be placed on glass or painted surfaces for the purposes of damage to walls. After campaign materials have been placed, it may not be removed by anyone other than the candidate or administrative officials. Campaigning for any election may not be held within a fifty (50) foot radius of the polls on the day of the election. All posters and campaign materials must be removed within twenty-four (24) business hours of the closing of the polls. If a run-off election occurs in any position, the campaign material may stay posted until immediately following the losing of the run-off polls. It is the responsibility of all nominees to see that all campaign materials are removed. Forums and campaigning may take place in residence halls provided they are approved by the residence director and the resident assistants on the floor on which campaigning will occur.

Section 5 - Fall Elections
Any student wishing to run for office must submit a nomination form provided by the SGA by the second Tuesday of the fall semester. Campaigning will begin on this day as described in Article VIII, section 4. Elections for Executive members will take place on the fourth Tuesday of the fall semester. Elections for class representatives, dorm representatives, and off-campus representative will take place on the fifth Tuesday of the fall semester.

ARTICLE IX: Removal From Office

1. In the event that the students wish to remove an elected official from office, a petition must be submitted to the SGA governing body. The petition must have a simple majority (50% + 1) of the officer's constituents before it can be presented to the SGA Executive Committee. When such a petition is presented, it shall be considered by the SGA Executive Committee. The highest ranking member not under indictment will serve as the presiding member. Upon a two-thirds (2/3) approval of the Executive Committee, the petition shall move to the Legislature. A special session of the Legislature will be called for the consideration of the petition. This special session of the Legislature will be presided over by the chair or the next highest ranking court member. The Legislature will act as a court for consideration of the petition for impeachment. Upon a two-thirds (2/3) approval vote of the Legislature, the removal will take effect. The decision of the Legislature will be sent to the Dean of Students for notification. The removed member may appeal to the judicial council in writing within twenty-four (24) business hours during which time the removal will be at a stay pending the outcome of the appeal.
2. If the SGA governing body wishes to remove one of its own members from office, the request to remove the member must be presented to the SGA Executive. Upon a two-thirds (2/3) approval from the Executive, the motion to remove the member will move to the Legislature. Upon a two-thirds (2/3) approval from the Legislature, the removal will take effect. The decision of the Legislature will be sent to the Dean of Students for notification. The removed member may appeal to the judicial council in writing within twenty-four (24) business hours during which time the removal will be at a stay pending the outcome of the appeal.
3. The SGA member under indictment will not be allowed to vote in any process of his/her removal petition.

ARTICLE X: Fund Raising Procedures

Section 1 - Purpose
Fund raisers are one of the most effective methods of making money for worthy causes; they build unity among the students and the community. However, boundaries must be placed to avoid the chaos of having a large number of fund raisers at one time or students conducting fund raisers for personal gain.

Section 2 - Off Campus Solicitation
1. Approval must be obtained from both the SGA and the Vice President for Advancement.
2. A typed proposal must be submitted that includes the purpose of the fund raiser, the product to be sold and

the product price.

Section 3 - On Campus Solicitation

1. Any SGA organization that sponsors an activity of raising money, whether it be for services rendered or a collection of money for a good cause, must obtain official approval from the SGA.
2. A typed proposal must be submitted that includes the purpose of the fund raiser, the product to be sold and the product price.
3. It is recommended that the Advancement Office be consulted; since they have helpful advice that might increase the effectiveness of the fund raiser.

ARTICLE XI: Constitutional Revisions Procedure

1. Constitution revisions may be proposed through the SGA Legislature upon two-thirds (2/3) approval of its membership. Any member of the student body, as well as a member of the Legislature, may propose a revision to be formally considered.
2. Upon approval from SGA, all constitutional revisions must be posted by the SGA one (1) week prior to the date being voted on by the student body.
3. Upon approval of a two-thirds (2/3) majority vote of the student body, the proposed revision shall become part of the constitution.
4. The Judicial Council shall serve as the Constitution Revision Committee to study future revision considerations.

ARTICLE XII: Interpretation

Questions regarding the interpretation of this constitution or matters not covered herein may be handled informally by the SGA Judicial Chair. In the event that the Judicial Chair is unable to reach an acceptable decision, the matter must be taken before the Legislature for formal introduction by the Executive Committee.